GSA Council Meeting CONSOLIDATED AGENDA
Monday, February 27, 2017 at 6:00 pm
2-100 University Hall, Van Vliet Complex

The GSA acknowledges that the University of Alberta is situated on Treaty Six Territory.

Substantive material is sent to all GSA Council members at least one week prior to the date of the meeting to give members abundant time to review (in accordance with the Standing Orders of Council). Any additional substantive material received after this mailing will be emailed as soon as possible.

Reports from committees, Directly-Elected Officers, and management are emailed the Friday before a Monday meeting so that the content is as current as possible.

> **Speaker Sulya Fenichel in the Chair**

A pizza dinner will be served at 5:15 pm.

OPEN SESSION   **Attached Numbered Pages**

1. Roll Call

2. Approval of the 27 February 2017 Agenda

3. Approval of the Minutes from the 23 January 2017 GSA Council Meeting
    Attachment:
    i.   Minutes from the 23 January 2017 GSA Council Meeting   **3.0 - 3.7**

4. Changes in GSA Council Membership
    i.   Introduction of New Councillors (*If you are new to GSA Council, please let us know it is your first meeting*)
    ii. Farewell to Departing Councillors (*If this is your last GSA Council meeting, or if your last Council meeting is approaching, please let us know*)

Councillor Announcements

5. Councillor Announcements

Action Items

6. Annual Operating and Capital Budget (2017-2018) and Restricted and Other Funding Budget (2017-2018) <u>AND</u> Annual Operating and Capital Three-Year Budget/Business Plan (2017-2020) and Restricted and Other Funding Three-Year Budget/Business Plan (2017-2020)
    Sarah Ficko (GSA President) will present the item. Courtney Thomas (Financial Team Lead), Shirley Ball (Accountant), Dorte Sheikh (Financial Manager), and Heather Hogg (Director of Operations) will be present to answer questions.

    GSA BFC members who are members of GSA Council: Sarah Ficko (GSA President and GSA BFC Chair), Sasha van der Klein (GSA Vice-President Labour and GSA BFC Vice-Chair), Dasha Smirnow (GSA Councillor-at-Large).

    GSA BFC voting members invited to GSA Council as guests: Karen Turpin and Sina Yansori

    Attachments:
    •   Cover Letter from the GSA President to GSA Council   **6.0 - 6.2**

Prepared by L Hareuther, J Tanguay and C Thomas for GSA Council 27 February 2017

- Outline of Issue: Annual Operating and Capital Budget (2017-2018) and Restricted and Other Funding Budget (2017-2018) <u>AND</u> Annual Operating and Capital Three-Year Budget/Business Plan (2017-2020) and Restricted and Other Funding Three-Year Budget/Business Plan (2017-2020)   **6.3 - 6.4**
- Annual Operating and Capital Three-Year Budget/Business Plan (2017-2020)   **6.5 - 6.13**
- GSA 2017-2018 Operating Budget (Including Capital Budget) Report (Narrative)   **6.14 - 6.26**
- Annual Restricted and Other Funding Three-Year Budget/Business Plan (2017-2020)   **6.27**
- GSA 2017-2018 Restricted and Other Funding Budget and Expenditure Report (Narrative)   **6.28 - 6.30**

  Reminder: Budget 101 sessions are offered on Tuesday, February 21 from 1 PM to 2 PM and on Thursday, February 23 from 11 AM to 12 PM.

7. GSA 2016-2017 Budget and Expenditure (Quarterly) Report
   Sarah Ficko (GSA President) will present the item. Courtney Thomas (Financial Team Lead), Shirley Ball (Accountant), Dorte Sheikh (Financial Manager), and Heather Hogg (Director of Operations) will be present to answer questions.

   GSA BFC members who are members of GSA Council: Sarah Ficko (GSA President and GSA BFC Chair), Sasha van der Klein (GSA Vice-President Labour and GSA BFC Vice-Chair), Dasha Smirnow (GSA Councillor-at-Large).

   GSA BFC voting members invited to GSA Council as guests: Karen Turpin and Sina Yansori

   Attachments:
   - Cover Letter from the President to GSA Council   **7.0**
   - Outline of Issue   **7.1**
   - GSA 2016-2017 Budget and Expenditure (Quarterly) Report   **7.2 - 7.3**

Elections, Appointments, Special Business, Updates

8. GSA Council Elections
   Radim Barta (Chair of the GSA Nominating Committee) will present the item.

   GSA Standing Committees
   a. GSA Appeals and Complaints Board (4 vacancies)
   Attachment:
      i. Nominee for the GSA Appeals and Complaints Board (4 vacancies)   **8.0 - 8.4**

   b. GSA Nominating Committee (1 vacancy) - **Sulya Fenichel (GSA Speaker) will present this portion of the item**
   Attachment:
      i. Nominees for the GSA Nominating Committee (1 vacancy)   **8.5 - 8.10**

Discussion

9. "The Doctoral Dissertation – Purpose, Content, Structure, Assessment"
   Sarah Ficko (GSA President) will present the item.

   Attachment:
   - The Doctoral Dissertation – Purpose, Content, Structure, Assessment: Draft Consultation Document [**Note:** This discussion paper was previously discussed by FGSR Council and input from GSA Council is now sought. Several discussion questions will be presented at the meeting.]   **9.1 - 9.12**

Reports

Prepared by L Hareuther, J Tanguay and C Thomas for GSA Council 27 February 2017

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10. President **(Sarah Ficko, GSA President)**
    i.   President's Report   **10.0 - 10.4**
    ii.   GSA Board   **10.5 - 10.6**
    iii.   GSA Budget and Finance Committee   **10.7**
    iv.   GSA Governance Committee   **10.8**

11. GSA Nominating Committee **(Radim Barta, GSA Nominating Committee Chair)**
    i.   GSA Nominating Committee Report   **11.0 - 11.1**

12. Vice-President Academic **(Firouz Khodayari, GSA Vice-President Academic)**
    i.   Vice-President Academic's Report   **12.0 - 12.1**

13. Vice-President External **(Masoud Khademi, GSA Vice-President External)**
    i.   Vice-President External's Report   **13.0 - 13.1**
    ii.   GSA Awards Selection Committee   **13.2 - 13.3**

14. Vice-President Labour **(Sasha van der Klein, GSA Vice-President Labour)**
    i.   Vice-President Labour's Report   **14.0 - 14.1**
    ii.   GSA Negotiating Committee **(no meetings this reporting period)**
    iii.   GSA Labour Relations Committee **(no meetings this reporting period)**

15. Vice-President Student Services **(Alireza Talaei, GSA Vice-President Student Services)**
    i.   Vice-President Student Services' Report   **15.0 - 15.1**
    ii.   GSA Student Affairs Advisory Committee (Joint Chair: Vice-President
         External) **(no meetings this reporting period)**

16. Senator **(Jane Traynor, GSA Senator)**
    i.   Senator's Report **(no written report at this time)**

17. Speaker **(Sulya Fenichel, GSA Speaker)**
    i.   Speaker's Report **(no written report at this time)**

18. Chief Returning Officer **(Carolina Martinez, GSA Chief Returning Officer)**
    i.   Chief Returning Officer's Report   **18.0**

19. GSA Elections and Referenda Committee **(Leigh Spanner, GSA Elections and Referenda Committee Chair)**
    i.   GSA Elections and Referenda Committee Report   **19.0**

20. GSA Management **(Courtney Thomas, GSA Executive Director)**
    i.   Executive Director's Report   **20.0 - 20.5**

Question Period

21. Written Questions **(none at this time)**

22. Oral Questions

Adjournment

Prepared by L Hareuther, J Tanguay and C Thomas for GSA Council 27 February 2017

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GSA Council Meeting MINUTES
Monday, January 23, 2017 at 6:00 pm
2-100 University Hall, Van Vliet Complex

IN ATTENDANCE:

Sarah Ficko (President)	Swai Mon Khaing (Biochemistry)	Mohammed Abdul-Bari (Human Ecology)	Hanin Aburasayn (Pharmacy & Pharmaceutical Sciences)
Firouz Khodayari (VP Academic)	Francesca Jean; Michele DuVal (Biological Sciences)	Jocelyn Beyer (Humanities Computing)	Jay Worthy (Philosophy)
Sasha van der Klein (VP Labour)	Graham Little (Biomedical Engineering)	Shivam Srivastava (Internetworking)	Stephen Hunter (Phys Ed & Rec)
Masoud Khademi (VP External)	Trent Nabe (Business MBA)	Ruqayyah Almizraq (Lab Medicine & Pathology)	Drew Shepherd (Physics)
Ali Talaei (VP Student Services)	Katie Lafreniere (Business PhD)	Kris Joseph (Library & Info Studies)	Justin Leifso (Political Science)
Sulya Fenichel (Speaker)	Karl Roesner (Cell Biology)	Atticus Harrigan (Linguistics)	Michal Juhas (Psychiatry)
Preshit Verma (Deputy Speaker)	Anis Fahandej-Sadi (Chemistry)	Michelle Michelle (Math & Statistical Sciences)	Joanna Scanlon (Psychology)
Jane Traynor (Senator)	Mohamed Gaafar (Civil & Environmental Engineering)	Masoud Aliramezani (Mechanical Engineering)	Kevin Lien; Colin Reynolds (Public Health)
Michelle Campbell (Councillor-at-Large)	Natalie Mahé (Communication Sciences & Disorders)	Allison Lewis (Medical Genetics)	Owain Bamforth (Religious Studies)
Alicia Capello (Councillor-at-Large)	Roshan Shariff (Computing Science)	Connie Le (Medical Microbiology & Immunology)	Ryan Stanfield (Renewable Resources)
Colin More (Councillor-at-Large)	Brette Harris (Earth & Atmo Sciences)	Melisa Silva (Medicine)	Liam Lin (Resource Economics & Environmental Sociology)
Nicole Noel (Councillor-at-Large)	Melody Li (East Asian Studies)	David Parent (Native Studies)	Christopher Charles (Secondary Education)
Phil Oel (Councillor-at-Large)	Amanda Radil (Ed Psych)	Mischa Bandet (Neuroscience)	Antonio Bruni (Surgery)
Ned Onwugbufor (Councillor-at-Large)	David Li (Electrical & Computer Engineering)	Upinder Singh (Nursing)	Paige Gorsak (Women's and Gender Studies)
Robert Reklow (Councillor-at-Large)	Lorna Sutherland (Elementary Education)	Daniel Kyrz (Oncology)	
Dasha Smirnow (Councillor-at-Large)	Shaina Humble (English & Film Studies)	Prabhjot Bedi (Paediatrics)	
Michael Woolley (Art & Design)	Neil Prather (History & Classics)	Andrew Woodman (Pharmacology)	

Guests: Ariel Li (Electrical and Computer Engineering); Hannah Madsen (MBA/Library & Information Studies); Megan Vernon (MBA); Sachin Kaushik (Internetworking); Babak Soltannia (Mechanical Engineering)

Speaker Sulya Fenichel in the Chair.

The meeting was called to order at 6:00 pm. Speaker acknowledged the traditional territory of Treaty Six.

Speaker informed GSA Council that the GSA is looking into bringing an Indigenous knowledge keeper to GSA Council – aim is to build a sustainable relationship with Indigenous communities so are beginning in this process.

Roll Call
1. **Roll Call of Council Members in Attendance**

Approval of Agenda
2. **Approval of the 23 January 2017 Consolidated Agenda**
Members had before them the 23 January 2017 Consolidated Agenda, which had been previously distributed on 20 January 2017. S Ficko **MOVED**; T Nabe **SECONDED**.

Motion **PASSED** unanimously.

Approval of Minutes
3. **Minutes from the 12 December 2016 GSA Council meeting**
Members had before them the 12 December 2016 GSA Council Minutes, which had been previously distributed on 13 January 2017. M Khademi **MOVED**; T Nabe **SECONDED**.

Motion **PASSED** unanimously.

Changes in Council Membership
4. **Changes in GSA Council Membership**
    i. **Introduction of New Councillors**
This was the first meeting for a number of Councillors: P Gorsak (Women's and Gender Studies); D Shepherd (Physics); K Lien (School of Public Health); M Gaafar (Civil & Environmental Engineering).

    ii. **Farewell to Departing Councillors**
This was the last meeting for a number of Councillors: Colin Reynolds (Public Health)

Councillor Announcements
5. **Councillor Announcements**
S Ficko noted that there would be a round dance on Saturday, 28 January 2017 at 7:00 PM in the Education Gym and she invited all graduate students interested in learning more about Indigenous culture to attend.

S van der Klein invited graduate students to sign up for the Helpers Workshop offered by the Community Social Work team. She explained that the workshop was free and centred on mental health awareness and offered tools for use in crisis situations. She added that further information could be found on the Community Social Work website. She also mentioned the half-day workshops focused on suicide prevention. A Lewis added that these workshops could go on co-curricular records.

T Nabe introduced H Madsen, speaking on behalf of the Women's MBA Association, who solicited applications from graduate students across all programs for innovative ideas (not related to their thesis work) that could be turned into entrepreneurial pitches. She added that anyone with an idea for process improvement, invention, or a business idea could submit a one-page proposal by January 31, 2017. She explained that nine of these will be selected to be paired with an MBA student to pitch their idea to real investors at an event in March. H Madsen provided posters for Councillors to hang in their departments.

N Prather thanked all graduate students who attended or participated in the Department of History & Classics Canada 150 event in the Old Arts Building.

Action Items
6. **2017 U-Pass Referendum Question**
Carolina Martinez (GSA Chief Returning Officer) presented the item.

> **MOTION BEFORE GSA COUNCIL:** That the GSA Council **APPROVE** the holding of a referendum on the U-Pass, to run concurrently with the 2017 GSA General Election and using the proposed question as attached.

C Martinez explained to GSA Council that the U-Pass (the discounted transit program that allows students unlimited access to Edmonton, St. Albert, Strathcona County, Leduc, Ft. Saskatchewan, and Spruce Grove Transit Systems) contract was expiring at the end of the spring/summer 2017 semester. It was noted that this program has been in place for many years and has gone through two previous referenda to be approved by the student body. C Martinez noted that GSA Policy required GSA Council to approve the holding of the U-Pass referendum that would be held concurrently with the GSA General Election. C Martinez asked GSA Council to direct their questions about the U-Pass program to A Talaei, VP Student Services. She noted that questions about referenda should be directed to her or D Bemister (Deputy Returning Officer).

T Nabe asked if the GSA Council was to not approve the referendum, would this mean that the U-Pass agreement would expire and graduate students would not benefit from the program anymore. A Talaei answered that that is correct and that if GSA Council approved the holding of the referendum, the GSA would hold a referendum during the election to vote "yes" or "no" on the continuation of the U-Pass program.

J Leifso asked if there has been a discussion about using smart fare rather than stickers. A Talaei responded that this is part of an ongoing discussion and that the municipalities were currently working on the infrastructure for smart fare. N Prather asked to clarify if this would mean that smart cards were dependent on the municipalities' smart fare programs and A Talaei stated that there were proposals to integrate the smart fare with the ONEcard but the practicality of this was still under discussion.

D Smirnow asked A Talaei to speak to the negotiation process. A Talaei explained that there were two different agreements: one between the University and the municipalities for the U-Pass program and one between the GSA and the University to provide a subsidy to the cost of the U-Pass. He added that the initial proposal from the municipalities included a reasonable rate for the U-Pass and that the University agreed to continue providing a subsidy. He noted that the municipalities were not increasing the price od the U-Pass for the first two years, that there would be a small increase in the last two years, and that the University agreed to a subsidize by a fixed value rather than a percentage. A Talaei specified that the U of A was the only institution to provide their students with this further discount (the funds come from the Travel Demand Management fund). D Smirnow followed up by asking the value of the University discount. A Talaei stated that the current value of the subsidy was $28.33 but would be decreased to $25 in 2017-2018, and to $22 for the following years. He added that currently other institutions pay about $170 per term while U of A students pay $141.67 per term.

C More asked whether, considering the Travel Demand Management study was quite old, if the University planned to update it. A Talaei explained that the money for the fund was mostly collected from parking and it was used to provide the discount to the UPass and the University planned to expand the University's electric car fleet and to add more bike racks on campus. He added that there had not been much change to the Travel Demand Management but the University was gradually adding uses to the funds. He explained that the amount of money from the Travel Demand Management fund used for the U-Pass was greater than the funds collected so the fund was currently in a deficit.

A Harrigan pointed out that the 747 buses to the airport were not covered under the U-Pass and asked if there was discussion about including this in the new agreement. A Talaei stated that this was discussed but they were not successful in negotiating for it. He noted that the 747 buses were run jointly by the airport and Edmonton Transit Service and was therefore outside of the City's control. He added that the U-Pass now included Leduc County and that it could help students in this regard. He stated that this item would stay on the table for future negotiations.

> **MOTION:** That the GSA Council **APPROVE** the holding of a referendum on the U-Pass, to run concurrently with the 2017 GSA General Election and using the proposed question as attached. N Pather **MOVED**; A Talaei **SECONDED**.

> Motion **PASSED** unanimously

7. **Proposed Changes to GSA Bylaw and Policy on Elections and Referenda**

Leigh Spanner (Chair of GSA Elections and Referenda Committee) will present the item.

> **MOTION BEFORE GSA COUNCIL:** That the GSA Council, on the recommendation of the GSA Elections and Referenda Committee, **APPROVE** the proposed changes to GSA Bylaw and Policy on Elections and Referenda, as shown in the attached double column documents and effective immediately.

L Spanner noted that these changes came before GSA Council at the November meeting. She added that, at the November meeting, members of GSA Council approved the first reading of changes to GSA Bylaw and that members were asked to approve the second reading of changes to GSA Bylaw and changes to GSA Policy.

> **MOTION:** That the GSA Council, on the recommendation of the GSA Elections and Referenda Committee, **APPROVE** the proposed changes to GSA Bylaw and Policy on Elections and Referenda, as shown in the attached double column documents and effective immediately. M Khademi **MOVED**. N Prather **SECONDED**.

> Motion **PASSED** unanimously. S Mon Khaing Abstained.

Elections

8. **GSA Council Elections**

Antonio Bruni (Vice-Chair of the GSA Nominating Committee) presented the item; Sulya Fenichel (GSA Speaker) presented the GSA Nominating Committee portion.

a. GSA Elections and Referenda Committee

A Bruni noted that the GSA Nominating Committee (GSA NoC) advertised one (1) vacant position on the GSA Elections and Referenda Committee (GSA ERC) through the GSA newsletter on January 6, 2017 with a deadline of January 13, 2017. One (1) nomination was received and approved by the GSA NoC to be forwarded to GSA Council. He added that the nominee's bio and resumé was circulated to GSA Council with the call for additional nomination.

MOTION BEFORE GSA COUNCIL: That GSA Council **DECLARE ELECTED** to the GSA Elections and Referenda Committee the graduate student below:

Nominees for GSA Elections and Referenda Committee:
Megan Vernon (MBA)

MOTION: That GSA Council **DECLARE ELECTED** to the GSA Elections and Referenda Committee the graduate student below. A Bruni **MOVED**. M Khademi **SECONDED**.

Motion **PASSED** unanimously

b. GSA Appeals and Complaints Board

A Bruni noted that the GSA Appeals and Complaints Board is responsible to hear without bias complaints against the GSA elected officers and appeals of the Chief Returning Officer. He also noted that the position was advertised in the GSA newsletter. He added that the GSA NoC received one (1) nomination and that M DuVal and himself interviewed the nominee in the presence of the GSA Executive Director, C Thomas. He specified that the nominee was asked a series of questions aimed at assessing their awareness of the basic tenets of procedural fairness and their ability to adjudicate potential cases in accord with those tenets. A short background on the mandate of the GSA ACB and a summary of the process were also offered. He added that the elected member would receive training. A Bruni then invited GSA Council to fill their paper ballot.

Nominees for GSA Appeals and Complaints Board:
Benjamin Decardi-Nelson (Chemical & Materials Engineering)

c. GSA Nominating Committee

S Fenichel noted that she would present this item so that the GSA NoC is not replenishing itself. She noted that The GSA NoC is charged with selecting graduate student representatives to councils, committees, and other bodies requiring such representation. The GSA NoC also leads an annual initiative in October known as the "Early Call for Talent and Training". She added that the vacancy was advertised in the newsletter, that one nomination was received, and that the bio and resumé was sent to GSA Council with a call for additional nominations.

Nominees for GSA Nominating Committee:
Obunikem Eziuzo (Civil & Environmental Engineering)

For Discussion

9. **GSA Board 2016-2017 Strategic Work Plan: Update**

Sarah Ficko (GSA President) presented the item and the following points were raised in the ensuing discussion.

S Ficko noted that the development of the 2016-2017 Board Strategic Work Plan (SWP) started in late April and after a broad consultative effort, we presented the finalized plan to GSA Council in October. She noted that during a GSA Board meeting the Vice-Presidents and she reviewed the SWP and highlighted in various colours the different action steps. She explained that at first they used three colours: green for completed items; yellow for items in progress; and teal for items that will be engaged with shortly. She added that during the review it was determined that another colour should be used (pink) to represent items that were long term goals and would most likely remain in progress on an on-going basis. She noted that the letter highlighted initiatives that had been completed since the beginning of their term in May and initiatives that they would be working on in the upcoming months. S Ficko invited questions from members.

N Prather asked with respect to indigenous graduate students if the goal was to increase the amount of spaces or take better advantage of the ones that exist currently. S Ficko noted that she would like to discuss these topics, and more, with indigenous students to determine their needs and then work with them to see that they are addressed appropriately. N Prather noted that there was a space for indigenous students in the Humanities Building and added that it was in far corner of the campus and that spaces that were more centrally located could be something to discuss. S Ficko noted that she was unaware of the existence of that space.

D Smirnow noted that she thought that the SWP had too many colours and she asked for some details on what was actually done for the completed initiatives. S Ficko noted that the provincial government initiated two reviews affecting graduate students: a labour review and a tuition and funding review. She noted that the GSA through the Alberta Provincial Graduate Advocacy Council (ab-GPAC) submitted a response to the government on both these reviews and that these responses were informed by consultation with GSA Council and surveys sent to all graduate students. S Ficko added that she was disappointed with the decision of the Board of Governors with respect to the tuition and "sticker price" increases for international graduate students but that she was happy with the work her team did on this issue.

A Talaei noted that the GSA, with the help of Studentcare, did an extensive review of the GSA Health and Dental Plan by consulting as many graduate students as possible. He added that these consultations showed that graduate students were satisfied with the current plan. He also noted that the GSA strengthened their relationship with the Campus Food Bank as many of their users are graduate students, especially international graduate students. He indicated that the negotiation of the U-Pass agreement for 2017-2021 had concluded. A Talaei offered some updates on the Michener Park transit issue noting proposals he brought forward to different stakeholders including the University, Edmonton Transit Service, and some city councillors.

S van der Klein noted that she helped in the development of the Sexual Violence Policy explaining how graduate students differ from undergraduate students and addressing the power differential due to the dual roles of graduate students.

F Khodayari noted that he worked with the Faculty of Graduate Studies and Research (FGSR) to implement the Professional Leave which graduate students could used as of January 1. He also noted that he was working with FGSR on reviewing the other category of leaves and policies on examinations.

L Sutherland asked with respect to the tuition for international students if any further actions could be taken and S Ficko replied that not at this point but that it would be important for the future to review relevant enrollment statistics and to monitor the situation and its effects on graduate students.

C Reynolds noted that the students in his department were confused with the email from administration informing them of the tuition increase and A Harrigan also noted that students in his department were confused. S Ficko specified that the tuition for international graduate students would increase by 3.02% on top of their current tuition fee. She added that if students had questions or concerns they should be referred to the GSA.

10. **President**
    i. **President's Report:**
Members had before them a written report, which had been previously distributed on 20 January 2017. The report stood as submitted. In addition S Ficko stated that the building of an Indigenous Student Network is underway to help indigenous students connect with one another and that if anyone was interested they should contact her.

S Ficko also noted that if anyone had more thoughts on adding daycare space on campus to contact her as meetings with respect to this were coming up. S Ficko added that this Friday, the GSA would host a session named "Inquiring Minds" to offer programing that helped people understand their mental wellness, resilience, and the stigmas surrounding mental health. S Ficko mentioned that on page 10.2 of her report, there was a list of upcoming events this semester and to contact her if members would like something added. Finally, S Ficko noted that the GSA office once again received their sustainability certification.

C More inquired about the search for the ab-GPAC Executive Director currently underway and asked what this person would be doing. S Ficko explained that this person would build the ab-GPAC brand, communication pieces, and the website, engage in more consultation with government, develop policy, and research. She added that they would specifically focus on labour and tuition consultation with the Government. She specified that the main purpose for this position was to ensure year-over-year continuity.

ii. GSA Board

Members had before them a written report, which had been previously distributed on 20 January 2017. The report stood as submitted.

iii. GSA Budget and Finance Committee

Members had before them a written report, which had been previously distributed on 20 January 2017. The report stood as submitted.

iv. GSA Governance Committee

Members had before them a written report, which had been previously distributed on 20 January 2017. The report stood as submitted.

11. GSA Nominating Committee

Members had before them a written report, which had been previously distributed on 20 January 2017. The report stood as submitted. In addition A Bruni stated that as per the GSA Standing Committee section of the report, the GSA Appeals and Complaints Board still had four (4) positions available and GSA Nominating Committee still had one (1) vacancy and he encouraged GSA Council to watch for Calls for Nominations in the GSA Newsletter.

12. Vice-President Academic
i. Vice-President Academic's Report:

Members had before them a written report, which had been previously distributed on 20 January 2017.

F Khodayari explained the Professional Leave further and noted that the graduate student's department needed to fill in the leave form on the FGSR website and the student needed to submit that signed form with the necessary supporting documents (including the employer's declaration) to FGSR for final approval. He specified that the Professional Leave could not be used during the first semester of a student. F Khodayari also noted that the FGSR was reviewing examination policies: the section in the calendar as well as the sections in the Graduate Program Manual.

A Bruni asked if students that are funded through a grant from the Tri-Council could apply for the Professional Leave and F Khodayari noted that it depended on the grant regulations and that interested students should contact their funding agency. K Lien asked if it applied to students in a professional program and it was replied by the positive.

Following multiple questions from Councillors, F Khodayari specified some details including that the internship engaged during the Professional Leave could not be used for something related to the student's thesis, that it could not be a requirement to complete a student's program, and that any specifics questions should be directed to FGSR. D Li asked if the Professional Leave could be used for an internship that lasted more than twelve months. F khodayari noted that the leave is for up to one year but that it could be extended with the approval of both FGSR and the student's supervisor.

S Fenichel asked if any members had any further general questions and noted that any further/ongoing questions could be directed to F Khodayari.

13. Vice-President External
i. Vice-President External's Report

Members had before them a written report, which had been previously distributed on 20 January 2017. The report stood as submitted.

M Khademi noted that the GSA honoured graduate students through the GSA Recognition Awards for which the application deadline had been January 13, 2017. He added that the GSA Awards Selection Committee met for training and that the list of winners will be reported to GSA Council at the February meeting.

ii. GSA Awards Selection Committee's Report

Members had before them a written report, which had been previously distributed on 20 January 2017. The report stood as submitted.

14. Vice-President Labour
i. Vice-President Labour's Report

Members had before them a written report, which had been previously distributed on 20 January 2017. The report stood as submitted.

S van der Klein explained that the following morning an email would be sent to GSA Council to invite them all to make an individual appointment with her to discuss their and their colleagues' experiences with the Collective Agreement in preparation for negotiation of the next agreement.

S Fenichel suggested Councillors consult with graduate students in their department to collect feedback.

ii. GSA Negotiating Committee
No meetings this reporting period.

iii. GSA Labour Relations Committee
No meetings this reporting period.

15. Vice-President Student Services
i. Vice-President Student Services' Report
Members had before them a written report, which had been previously distributed on 20 January 2017. The report stood as submitted.

A Talaei noted that one of the silent discussion questions at this meeting was regarding writing resources on campus and that he would like GSA Council to share feedback on the available writing resources, shortcoming of these resources, and their writing resources needs. C Reynolds noted that free resources are always appreciated. S Fenichel noted that the Success Centre was organizing a writing retreat subsidised by the GSA.

A Talaei noted that the development of spaces for graduate students had also been discussion that he has been part of and that ideas discussed included maker space and social space. T Nabe noted that maker space was a very popular idea. C Reynolds added that graduate students in the professional program in his department did not have access to office space and it could be interesting to consider the creation of workspace that could be booked for a period of time.

ii. GSA Student Affairs Advisory Committee
No meetings this reporting period.

16. Senator
i. Senator's Report
Members had before them a written report, which had been previously distributed on 20 January 2017. The report stood as submitted. In addition, J Traynor followed up on the Senate Plenary Dialogue on Racism, which was a panel of 5-6 who shared their experiences and generated some vocabulary. She invited GSA Council to contact her (gsasenat@ualberta.ca) if members would like to see the minutes. She added that she would not know if there will be a sub committee or a focus group struck around this dialogue until the next plenary.

J Traynor mentioned that the U School was always looking for volunteers and that U School held classes for groups from targeted communities around Edmonton to come in and see what University was like for a week. Finally J Traynor noted that anyone could put together a nomination package for the Honorary Degree Selection Committee to review and that recipients were selected from a broad range of disciplines – scientists, public figures researchers, athletes.

17. Speaker
i. Speaker's Report
No written report at this time.

18. Chief Returning Officer
i. Chief Returning Officer's Report
Members had before them a written report, which had been previously distributed on 20 January 2017. The report stood as submitted. In addition, C Martinez wished to thank the GSA ERC for their time and work. As noted by L Spanner (GSA ERC Chair), we are preparing for the GSA General Election and the U-Pass Referendum. She added that the timelines for all associated events had been approved and were available on the GSA website.

She mentioned some highlights:
* Tuesday, January 31, 2017: Nominations Open
* Tuesday, February 14, 2017: Nominations Close

- Monday, February 27, 2017: All-Candidates Forum
- Thursday, March 2 @ 10:00 AM: Voting Opens

C Martinez also noted that GSA Council should invite their colleagues to join us for the Forum and that lunch would be provided. She stated that the GSA ERC hoped to increase attendance at this event and the voter turnout for the election.

19. GSA Elections and Referenda Committee
i.   GSA Elections and Referenda Committee Report
Members had before them a written report, which had been previously distributed on 20 January 2017. The report stood as submitted.

20. GSA Management
i.   Executive Director's Report
Members had before them a written report, which had been previously distributed on 20 January 2017. The report stood as submitted. In addition, C Thomas stated that financial team was supporting the GSA Budget and Finance Committee as it built the upcoming budget, the GSA Elections and Referenda Committee for the upcoming election, and the GSA Awards Selection Committee on adjudication of the 2017 GSA Recognition Awards. C Thomas also introduced Lisa Hareuther (GSA Assistant Director) to GSA Council.

Question Period

21. Written Questions
None at this time.

22. Oral Questions
C More followed up to his earlier question about the ab-GPAC Executive Director position and asked if this was a one-year contract and how would the ab-GPAC measure success. S Ficko responded that part of the Executive Director's success would be in their capacity as a knowledge holder. She added that they would assess how the person fit with the organization, did the work that needed to be done, if they engaged well with the various levels of government, and if they understood graduate student issues. She also noted that it was a one-year contract so that ab-GPAC could assess what worked or if they should move to a consultant model.

Adjournment

The meeting was adjourned at 7:34 pm.

The Graduate Students' Association
of the University of Alberta

Dear Colleagues,   February 17, 2017

In this cover letter I would like to draw your attention to some of the highlights of the GSA's 2017-2018 budget, which will be before you for consideration at the February meeting of GSA Council.

The Financial Team and I, as well as the GSA Budget and Finance Committee (GSA BFC) and the GSA Board are pleased to present this budget, which has been under development since the fall. **It projects a positive bottom line that will be used to continue to grow the Financial Stabilization Fund** (currently at $700,000 and with a target of $900,000 – as recommended by the GSA's auditor).

The budget has been built conservatively and the Financial Team did a thorough assessment of any potential risks to the GSA's financial stability. As many of you are aware, we are a fees-driven organization and graduate enrollment levels are the biggest drivers of our budget. The Government of Alberta is currently engaged in its review of post-secondary tuition and funding, international tuition has been increased, the Albertan and Canadian economies are in a state of flux, and there is anecdotal evidence to suggest that applications to Canadian institutions may increase in light of the political climate in the UK and the US (but there is no hard data to support this, although there is anecdotal evidence in the form of various news stories, etc). All this equates to the reality that we have to account for instability in enrollment levels. Accordingly, **this budget conservatively projects graduate student numbers of 5,975 full-time and 1,300 part-time in 2017-2018 (an estimate based on the 2016-2017 numbers, which themselves increased from a previous low in 2015-2016). At this time, our forecasted budget for 2018-2019 and 2019-2020 also assumes no further growth in enrollment**.

As has been the case with previous budgets, you will see that **estimated expenditures and revenues have been increased in some lines and decreased in others.** Our projected positive bottom line occurs as a result of an increase in GSA membership fee revenue (since projections are based on current enrollment, which increased over 2015-2016 levels) and because funding from TDIMM has increased from $4,000 per year to $12,000 following the renegotiation of the GSA's agreement with them (the new agreement expires in September 2021). As a result, the recommended 2017-2018 budget adds some new budget lines and includes some expenditure increases.

Two budget lines that may be of particular interest to members of GSA Council which we are recommending be increased relate to academically-related graduate student groups/departmental GSAs. Firstly, to enhance recognition and support of the academic activities of departmental graduate student groups, we are recommending an increase to the budget available for GSA Council remuneration (from $5,192 to $10,800; each eligible departmental group will receive, annually, approximately $200 instead of the current $100). Secondly, we are recommending an increase to the budget available for GSA Academically-Related Graduate Student Group Awards (increasing from $15,575 currently to $25,000 in 2017-2018, $30,000 in 2018-2019, and $35,000 in 2019-2020). We are also working to

www.gsa.ualberta.ca

Graduate Students' Association
Room 1-37, Killam Centre for Advanced Studies
Triffo Hall, University of Alberta
Edmonton, Alberta, T6G 2E1
Tel: 780.492.2175 | Fax: 780.492.2999

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of the University of Alberta

develop a proposal to expand GSA Academically-Related Graduate Student Group Awards to include moderate start-up grants. **These two recommended increases will support the work of academically-related graduate student groups/departmental graduate student groups and be a benefit to their members.** After several years of prudent financial management, we have the financial stability to be able to increase these benefits to departmental graduate student groups.

Other highlights include:

- Following GSA Council-approved changes to GSA Policy, providing a three-year, rather than five-year, forecast.

- No recommended increases beyond CPI to the GSA membership fee.

- CPI factor of 1.5% applied to certain lines in contrast to previous budgets where CPI was applied to all lines.

- Addition of a $3,000 budget line to support training and development for Directly-Elected Officers to assist in performing their duties (a new feature of the GSA Board Strategic Work Plan).

- Budgeted $6,000 for a service agreement with Information Service Technology (IST) to support the GSA's IT (recently upgraded to minimum University standards by an IT consultant) and provide regular reviews/risk assessments/troubleshooting services.

- Separated $7,000 for engagement initiatives such as the GSA's professional development/engagement events from the Strategic Initiatives line (outside funding opportunities and sponsorships is also sought for such events).

- Renaming of the Departmental Liaison Initiative line as Orientations and Departmental Outreach.

- Addition of $2,000 to the budget for the GSA Agenda/Handbook beyond the funds that are raised through the sale of ad space – this will allow us to print sufficient numbers of the Agenda/Handbook in the event that there is a reduction in advertising sales or an unexpected demand for more of them.

- Increased legal fees budget line by $4,000 (from $21,000 to $25,000) to ensure there is adequate coverage for legal advice and reviews of GSA agreements.

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- Increased the contingency budget line to allow resources to address major issues that may arise in the coming year (for example, work or potential changes associated with the government's review of right to strike legislation).

- Proposal to pay increased ab-GPAC fees of $3/graduate student per year by allocating $2/graduate student per year from the GSA's operating budget for the next three years to allow the new organization to mature and demonstrate stability and efficacy before possibly initiating a referendum for graduate students to pay the full amount of the fee directly (graduate students are currently assessed $1/year as per the original referendum).

- As previously reported, we moved to one broker for both General Liability and Directors and Officers Insurance and achieved increased coverage for both policies while reducing expenditure – we recently met with our insurance broker and he has advised that we have appropriate coverage in all areas.

I would like to thank the GSA's Financial Team (Executive Director Courtney Thomas, Director of Operations Heather Hogg, GSA CPA Shirley Ball, and Financial Manager Dorte Sheikh), former Executive Director Ellen Schoeck who provided invaluable advice, and the members of the GSA BFC for all their work on the development of this budget. It has been an important team effort and I am very pleased with the result. I look forward to discussing the budget with you at our upcoming meeting and also encourage all interested members of GSA Council to attend one of the scheduled Budget 101 sessions.

Regards,

Sarah Ficko, GSA President and Chair of the GSA BFC

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<u>Outline of Issue (GSA Council)</u>

Annual Operating and Capital Budget (2017-2018) and Restricted and Other Funding Budget (2017-2018)
<u>AND</u>
Annual Operating and Capital Three-Year Budget/Business Plan (2017-2020) and Restricted and Other Funding Three-Year Budget/Business Plan (2017-2020)

Suggested Motions for GSA Council:

Motion 1:   That, having been recommended by the GSA BFC and GSA Board, GSA Council **APPROVE** the Annual Operating and Capital Budget (2017-2018) (found on pages 6.6 to 6.14 in the attached material in the "2017-2018 Budget for Approval" ***column bordered in red on each page***) and the Restricted and Other Funding Budget (2017-2018) (found on page 6.28 in the attached material in the "2017-2018 Budget for Approval" ***column bordered in red***).

Motion 2:   That, having been reviewed and advised upon by the GSA BFC and recommended by the GSA Board, GSA Council **RECEIVE FOR INFORMATION** the Annual Operating and Capital Three-Year Budget/Business Plan (2017-2020) and Restricted and Other Funding Three-Year Budget/Business Plan (2017-2020) (pages 6.6 to 6.14 and 6.28 in the attached material).

Background:

GSA President and GSA BFC Chair Sarah Ficko, sets out background to the 2017-2018 budget in the attached cover letter to GSA Council.

At its meeting of January 25, 2017, the GSA BFC reviewed and advised upon all of the materials now before GSA Council, and recommended to GSA Council the Annual Operating and Capital Budget (2017-2018) and Restricted and Other Funding Budget (2017-2018).

At its meeting of February 8, 2017, the GSA Board made its own recommendation to GSA Council (to approve) the Annual Operating and Capital Budget (2017-2018) and the Restricted and Other Funding Budget (2017-2018). The GSA Board also recommended to GSA Council (to receive for information) the Annual Operating and Capital Three-Year Budget/Business Plan (2017-2020) and Restricted and Other Funding Three-Year Budget/Business Plan (2017-2020).

Jurisdiction:

GSA Bylaw and Policy, Section K: Finances, GSA Bylaw, Finances, Section K.BYL.1.1:
"*The Executive Director, GSA Accountant, GSA Financial Manager, and the President, in consultation with the GSA Board and Budget and Finance Committee (GSA BFC), will draft an annual budget as part of a three (3) year, rolling budget and business plan, to be reviewed by the GSA BFC no later than the GSA BFC's last meeting in the February prior to the April in which the annual budget will take effect. The GSA BFC will advise and recommend to GSA Council via the GSA Board (GSAB) on the annual budget. The GSAB will forward the GSA BFC's recommendation with its own recommendation to GSA Council.*"

GSA Bylaw and Policy, Section K: Finances, GSA Bylaw, Finances, Section K.BYL.1.2:
"*GSA Council will receive a recommendation on the annual operating and capital budgets, together with a recommended three (3) year budget and business plan, no later than its March regular meeting.*"

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Standing Committees, GSA Budget and Finance Committee, K.POL.3.1:
"*The overall mandate of the GSA BFC is to advise the President and management on the financial affairs of the GSA and to provide for the long-term financial health of the organization.*"

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Standing Committees, GSA Budget and Finance Committee, K.POL.3.4:
"*The GSA BFC will review and advise on the annual three (3) year rolling budget and business plan.*"

Prepared by L Hareuther, J Tanguay and C Thomas for GSA Council 27 Feb 2017

/Users/gsaassist/Google Drive/320 - Council/Meetings/2016 - 2017/February 2017/First Mailing/GSA Council 27 February 2017 Item 6a - Outline of Issue 3 Year Plan and 2017-2018 Budget.docx

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Standing Committees, GSA Budget and Finance Committee, K.POL.3.5:
"The GSA BFC will make recommendations to GSA Council on the annual operating and capital budgets."

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.4.1.a:
"In planning and managing its budget, the GSA will … be open and transparent, encouraging comprehensive input and consultation from both the GSA Board (GSAB) and the GSA Budget and Finance Committee (GSA BFC)."

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.4.1.b:
"In planning and managing its budget, the GSA will … take into account the GSA's vision, mission, and mandate, which are based largely on the GSA's duties as set out in the Post-Secondary Learning Act (PSLA), and be guided by the GSA Board Strategic Work Plan."

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.4.1.c:
"In planning and managing its budget, the GSA will … ensure the long-term viability and robust health of a fees-driven organization which delivers a range of services."

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.4.1.d:
"Establish a Financial Stabilization Fund equal to (approximately) a minimum three (3) months operating expenditure and up to six (6) months operating expenditure."

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.4.1.e:
"In planning and managing its budget, the GSA will … facilitate long-term planning by developing a three (3) year rolling budget and business plan for revenue and expenditure."

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.4.1.f:
"In planning and managing its budget, the GSA will … enable provision of the key financials, budget projections, information notes, and any other documentation required by GSA Council, the GSAB, GSA BFC, or the GSA's Auditor."

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.4.1.j:
"In planning and managing its budget, the GSA will … propose to Council a budget that represents all aspects of the GSA's operations."

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.5.1:
"The Unrestricted and Restricted Operating Budget will be organized into broad budget divisions which are presented to the GSA BFC, the GSAB, and GSA Council in both the quarterly reports and the annual three (3) year rolling budget and business plan."

Prepared by L Hareuther, J Tanguay and C Thomas for GSA Council 27 Feb 2017

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The Graduate Students' Association of the University of Alberta
2017-2020 GSA Operating Budget (including Capital Budget)

1.5% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.5% INCREASE INFLATION FACTOR APPLIED TO SELECTED EXPENSES. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

HIGH LEVEL SUMMARY - OPERATING AND CAPITAL BUDGET

	2017-2018 Budget for Approval	2018-2019 Budget	2019-2020 Budget	2016-2017 Budget	2015-2016 Actual
REVENUE					
GSA Fees	1,133,333	1,150,364	1,167,600	1,080,467	1,069,695
Investment Revenue	25,000	25,000	25,000	25,000	64,055
Funding from Others	24,690	24,690	24,690	15,980	23,380
Chopped Leaf (in Physical Activity and Wellness (PAW) Centre) Revenue	40,162	40,162	40,162	42,171	25,500
Other Revenue	1,300	1,300	1,300	1,266	7,552
Total Revenue	1,224,485	1,241,516	1,258,752	1,164,884	1,190,182
EXPENSES					
Governance	208,204	211,665	215,094	203,792	186,057
Advocacy	32,129	32,392	32,660	25,131	16,894
Human Resources	697,220	710,130	724,582	725,092	725,389
Office Administration and Operational Costs	37,874	38,224	38,580	29,647	26,277
Professional	60,200	61,103	62,020	61,545	62,406
Services	77,777	82,918	88,060	61,750	37,795
Operating/Contingency Fund	33,000	33,000	33,000	15,575	3,845
Sub-total	1,146,404	1,169,433	1,193,996	1,122,532	1,058,663
Revenues Exceed Expenditures	78,082	72,083	64,756	42,352	131,519

The Graduate Students' Association of the University of Alberta

2017-2020 GSA Operating Budget (including Capital Budget)

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GSA Revenue

	2017-2018 Budget for	2018-2019 Budget	2019-2020 Budget	2016-2017 Budget	2015-2016 Actual	
GSA Fees *(see below for detailed calculations)*	1,133,333	1,150,364	1,167,600	1,080,467	1,069,695	CPI
Investment Revenue						
Interest and Investment Income	25,000	25,000	25,000	25,000	64,055	NO CPI
Funding from Others						
Funding from the Dean of Students and the Dean of FGSR	7,500	7,500	7,500	7,500	14,190	PER AGREEMENT
Funding From Studentcare.Networks	5,190	5,190	5,190	4,480	5,190	PER AGREEMENT
Funding from TDIMM	12,000	12,000	12,000	4,000	4,000	PER AGREEMENT
	24,690	24,690	24,690	15,980	23,380	
Chopped Leaf (in Physical Activity and Wellness (PAW) Centre) **Revenue**	40,162	40,162	40,162	42,171	25,500	PER AGREEMENT
Other Revenue	1,300	1,300	1,300	1,266	7,552	NO CPI
Total	1,224,485	1,241,516	1,258,752	1,164,884	1,190,182	

GSA Fees (Calculations)					
Number of full-time graduate students (estimate)	5,975	5,975	5,975	5,825	
Fees (per annum per student)	163.07	165.52	168.00	160.66	
	974,343	988,982	1,003,800	935,845	
Number of part-time graduate students (estimate)	1,300	1,300	1,300	1,200	
Fees (per annum per student)	122.30	124.14	126.00	120.50	
	158,990	161,382	163,800	144,600	
	1,133,333	1,150,364	1,167,600	1,080,445	

The Graduate Students' Association of the University of Alberta

2017-2020 GSA Operating Budget (including Capital Budget)

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GSA Governance

	2017-2018 Budget for Approval	2018-2019 Budget	2019-2020 Budget	2016-2017 Budget	2015-2016 Actual	
Directly-Elected Officers Stipends						
Directly-Elected Officers Stipends (VPs)	125,264	127,143	129,051	123,411	121,250	CPI
President Stipend	39,144	39,731	40,327	38,567	37,891	CPI
	164,408	166,874	169,378	161,978	159,141	
Directly-Elected Officers Benefits						
GSA Health and Dental Plan	2,835	3,260	3,580	2,250	2,143	PER AGREEMENT
U-Pass	2,175	2,220	2,295	2,125	2,000	
	5,010	5,480	5,875	4,375	4,143	
Employer Contributions						
Employer CPP Contributions	7,400	7,500	7,600	7,338	7,077	
Employer EI Contributions	4,000	4,100	4,200	4,405	4,188	
	11,400	11,600	11,800	11,743	11,265	
Directly-Elected Officers - Other Expenses						
Insurance *(Director and Officer Liability Insurance)*	1,250	1,269	1,288	2,025	1,215	CPI
Transition/Early Call for Talent	4,767	4,839	4,912	4,697	1,188	CPI
Training/Development (NEW)	3,000	3,045	3,091	-	-	CPI
Directly-Elected Officers Expenses	2,653	2,693	2,733	2,336	692	CPI
Board and Other Committee Expenses	3,500	3,553	3,606	5,411	2,632	CPI
	15,170	15,398	15,629	14,469	5,727	
Council Expenses						
Council/Food/Other Expense	4,100	4,162	4,224	3,513	2,647	CPI
Election Expenses	2,395	2,431	2,468	2,360	69	CPI
Council Speaker Honorarium	2,220	2,220	2,220	2,272	1,500	NO CPI
Chief Returning Officer Honorarium	1,500	1,500	1,500	1,082	1,065	NO CPI
Other Honoraria	2,000	2,000	2,000	2,000	500	NO CPI
	12,215	12,313	12,412	11,227	5,781	
Total	208,204	211,665	215,094	203,792	186,057	

The Graduate Students' Association of the University of Alberta

2017-2020 GSA Operating Budget (including Capital Budget)

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GSA Advocacy

	2017-2018 Budget for Approval	2018-2019 Budget	2019-2020 Budget	2016-2017 Budget	2015-2016 Actual	
Advocacy						
Government and External Relations	16,483	16,730	16,981	16,239	8,490	**CPI**
University Relations	1,096	1,113	1,129	1,080	715	**CPI**
Alberta Graduate Provincial Advocacy Council (ab-GPAC)	14,550	14,550	14,550	7,812	7,689	**Based on Graduate Student Enrollment**
Total	32,129	32,392	32,660	25,131	16,894	

The Graduate Students' Association of the University of Alberta

2017-2020 GSA Operating Budget (including Capital Budget)

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GSA Office - Human Resources

	2017-2018 Budget for Approval	2018-2019 Budget	2019-2020 Budget	2016-2017 Budget	2015-2016 Actual	
Support Staff (Represented by NASA)						
Salaries	195,308	198,238	201,211	187,000	198,418	CPI
Benefits						
Benefits	15,625	17,841	18,109	19,530	12,461	
GSA Health and Dental Plan and GSAP (Graduate Student Assistance Program)	1,764	2,019	2,211	1,900	1,286	
	17,389	19,860	20,320	21,430	13,747	
Employer Contributions						
Employer CPP Contributions	8,000	8,200	8,400	10,000	8,281	
Employer EI Contributions	3,600	3,700	3,800	5,348	4,513	
	11,600	11,900	12,200	15,348	12,794	
Other						
Staff Development ($800 per staff)	2,400	2,400	2,400	2,400	-	
Total for Staff Represented by NASA	226,697	232,398	236,131	226,178	224,959	
Administrative/Professional Staff						
Salaries and Merit Pay						
Salaries	361,858	369,398	374,909	384,000	393,739	CPI
Merit Pay	30,000	24,300	24,300	30,062	29,624	
	391,858	393,698	399,209	414,062	423,363	
Benefits						
Benefits	25,979	26,537	26,933	28,286	27,038	
RRSP	16,237	19,903	23,566	17,678	16,278	
GSA Health and Dental Plan and GSAP (Graduate Student Assistance Program)	2,940	3,260	3,580	2,500	2,143	
	45,156	49,700	54,079	48,464	45,459	
Employer Contributions						
Employer CPP Contributions	12,000	12,500	13,000	11,500	12,863	
Employer EI Contributions	6,000	6,100	6,200	6,375	6,830	
	18,000	18,600	19,200	17,875	19,693	
Total for Administrative/Professional Staff	455,014	461,998	472,488	480,401	488,515	
Other HR Expenses						
Office Recognition	1,200	1,218	1,236	2,811	528	CPI
Vacation Payout	5,323	5,402	5,484	5,244	4,417	CPI
Professional Expense Allowance	6,386	6,482	6,579	6,292	3,948	CPI
Workers' Compensation	2,100	2,132	2,163	2,000	1,581	CPI
Parking	500	500	500	2,166	1,441	NO CPI
	15,509	15,734	15,963	18,513	11,915	
Total	697,220	710,130	724,582	725,092	725,389	

The Graduate Students' Association of the University of Alberta

2017-2020 GSA Operating Budget (including Capital Budget)

1.5% INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.5% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

GSA Office Administration and Operational Costs

	2017-2018 Budget for Approval	2018-2019 Budget	2019-2020 Budget	2016-2017 Budget	2015-2016 Actual	
Capital Items (per evergreening plan)	7,300	7,410	7,521	6,292	8,775	CPI
Information Technology Service Agreement (NEW)	6,000	6,000	6,000	-	-	PER AGREEMENT
Telephone & Cable	4,258	4,322	4,387	4,195	3,442	CPI
Office Supplies	6,400	6,496	6,593	6,329	3,177	CPI
Repair and Maintenance	3,053	3,099	3,145	2,003	1,031	CPI
Payroll and Banking Service Charges	1,703	1,729	1,755	1,678	1,169	CPI
Photocopier Lease and Meter	8,500	8,500	8,500	8,500	8,068	PER AGREEMENT
Insurance (General Liability)	660	670	680	650	615	CPI
Total	37,874	38,224	38,580	29,647	26,277	

The Graduate Students' Association of the University of Alberta

2017-2020 GSA Operating Budget (including Capital Budget)

1.5% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.5% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

GSA Professional

	2017-2018 Budget for Approval	2018-2019 Budget	2019-2020 Budget	2016-2017 Budget	2015-2016 Actual	
Financial Auditing	11,200	11,368	11,539	10,770	9,660	CPI
Consultants	14,800	15,022	15,247	20,800	32,247	CPI
Investment Advisor	9,200	9,338	9,478	9,000	-	CPI
Legal Fees - General	25,000	25,375	25,756	20,975	20,499	CPI
Total	**60,200**	**61,103**	**62,020**	**61,545**	**62,406**	

The Graduate Students' Association of the University of Alberta

2017-2020 GSA Operating Budget (including Capital Budget)

1.5% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.5% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

GSA Services

	2017-2018 Budget for Approval	2018-2019 Budget	2019-2020 Budget	2016-2017 Budget	2015-2016 Actual	
Grants and Subsidies						
Academic Workshop Subsidies	5,500	5,500	5,500	5,711	5,500	**PER AGREEMENT**
External Grants	2,400	2,400	2,400	2,324	1,550	**PER AGREEMENT**
Campus Food Bank	9,000	9,000	9,000	9,000	-	**PER AGREEMENT**
	16,900	16,900	16,900	17,035	7,050	
Student Groups						
Council Remuneration Student Groups	10,800	10,800	10,800	5,192	4,475	**NO CPI**
Academically-Related Graduate Student Group Awards	25,000	30,000	35,000	15,575	14,981	**NO CPI**
	35,800	40,800	45,800	20,767	19,456	
Other Expenses						
Annual Strategic Plan Initiatives	3,000	3,000	3,000	8,480	8,788	**NO CPI**
Engagement Initiatives (NEW)	7,000	7,000	7,000	-	-	**NO CPI**
Orientations and Departmental Outreach	5,000	5,000	5,000	7,500	1,287	**NO CPI**
AMICCUS-C Membership	700	700	700	700	650	**NO CPI**
Additional GSA Agenda/Handbook Printing (NEW)	2,000	2,030	2,060	-	-	**CPI**
Awards Night	7,377	7,488	7,600	7,268	564	**CPI**
	25,077	25,218	25,360	23,948	11,289	
Total	77,777	82,918	88,060	61,750	37,795	

The Graduate Students' Association of the University of Alberta

2017-2020 GSA Operating Budget (including Capital Budget)

1.5% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR AND 1.5% INCREASE INFLATION FACTOR APPLIED TO EXPENSES WHERE NOTED. SEE NARRATIVE FOR ADDITIONAL INFORMATION.

GSA Operating/Contingency Fund

	2017-2018 Budget for Approval	2018-2019 Budget	2019-2020 Budget	2016-2017 Budget	2015-2016 Actual	
Operating/Contingency Fund	33,000	33,000	33,000	15,575	3,845	**NO CPI**
Total	33,000	33,000	33,000	15,575	3,845	

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

Account Name and Budget	Brief Description	Narrative and Variance
	GSA REVENUE	
	GSA Fees	

GSA Fees (annual membership fee)
 	
$1,133,333 budget
	• The Graduate Students' Association (GSA) is supported by graduate student annual membership fees which are levied by GSA Council and collected by the University. The fees received are based on the number of full-time and part-time graduate students attending the University. Following approval of the fee amount by GSA Council the annual fees are submitted to the University Board of Governors to provide for collection.
	• Based on the three-year funding agreement signed between the GSA and the University on March 2, 2016, the GSA will receive:
	   o 40% advance in May based on the projected fall/winter enrollment
	   o 90% (of fall term fees) in October based on the assessed fees for the fall/winter terms, *after the fall term 100% withdrawal deadline in October*
	   o 90% (of winter term fees) in February based on the assessed fees for the fall/winter terms, *after the winter term 100% withdrawal deadline in February*
	   o Final payment in April (next fiscal year) after the actual graduate student enrollment is reconciled.
		• **For 2017-2018, the projected GSA revenue is $1,133,333.** This is based on fees paid by an estimated 5,975 full-time graduate students (5,975 @ $163.07 per graduate student) and an estimated 1,300 part-time graduate students (1,300 @ $122.30 per graduate student).
		• **Applied 1.5% CPI increase.**
		• **The 2016-2017 budget was $1,080,467.** This is based on fees paid by 5,825 full-time students (5,825 @$160.66 per student) and 1,200 part-time graduate students (1,200 @$120.50 per graduate student).
		• **The 2015-2016 actual was $1,069,695.**

	Investment Revenue	
Interest and Investment Income **$25,000 budget**	• Interest income on investment portfolio and bank account holdings. • An investment strategy for these funds has been established. ATB Investment Management Inc. is managing the investment portfolio. • Interest income on bank account holdings is deposited monthly. • Interest income on investment portfolio is re-invested and not cashed out.	• **Estimated return of 3% on investment balance, per the investment advisor.** • **The 2016-2017 budget was $25,000.** • **The 2015-2016 actual was $64,055.**

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

	Funding from Others	
Funding from the Dean of Students and the Dean of FGSR **$7,500 budget**	• This funding is described in letters from the Dean of FGSR and Dean of Students and covers, for instance, the expenses of the GSA-hosted fall and winter orientation events and other graduate student engagement and/or professional development events. FGSR funding has to be requested yearly.	• **No change to the 2017-2018 budget.** • **The 2016-2017 budget was $7,500.** • **The 2015-2016 actual was $14,190.**
Funding from Studentcare **$5,190 budget**	• Studentcare provides $5,190 per year to the GSA to be used for the benefit of graduate students entirely at the discretion of the GSA (additional to funds provided for their yearly ad in the GSA Agenda/Handbook and sponsorship of Awards Night). • The commitment is for 5 years starting in 2015-2016.	• **No change to the 2017-2018 budget.** • **The 2016-2017 budget was $4,480.** • **The 2015-2016 actual was $5,190.**
Funding from TDIMM **$12,000 budget**	• TD Insurance Meloche Monnex provides this funding for various events and initiatives organized by the GSA, such as Awards Night and orientation events. Funding includes an annual award of $500 distributed at Awards Night. • Signed agreement provides annual sponsorship of $12,000 from 2016-2021, up from $4,000 per year.	• **Increase of $8,000 from the 2016-2017 budget.** • **The 2016-2017 budget was $4,000.** • **The 2015-2016 actual was $4,000.**
	Revenue from Commercial Activities (Chopped Leaf)	
Chopped Leaf (in Physical Activity and Wellness (PAW) Centre) Revenue **$40,162 budget**	• The GSA has a financial arrangement, in a sub-lease, with the Students' Union to receive rental revenue from the Chopped Leaf food outlet. • Revenues commenced in August 2015. • Revenues will drop by $2,009 from the 2016-2017 budget as the external auditor identified that the GSA should not be receiving the GST portion of the revenue. GST paid to date has been repaid to the Students' Union.	• **Decrease of $2,009 from 2016-2017.** • **The 2016-2017 budget was $42,171.** • **The 2015-2016 actual was $25,500.**
	Other Revenue	
Other Revenue **$1,300 budget**	• This account is used to record revenue that may arise from other sources or one-time funding opportunities.	• **No significant change to 2017-2018 budget.** • **The 2016-2017 budget was $1,266.** • **The 2015-2016 actual was $7,552.**

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

GSA GOVERNANCE		
	Directly-Elected Officer Stipends	
Directly-Elected Officers Stipends **$164,408 budget**	• Directly-Elected Officers include the President, the VP Academic, the VP External, the VP Labour, and the VP Student Services. In 2017-2018, the President receives an annual stipend of $39,144 and the four VP positions each receive $31,318. Any changes in the stipends above the Consumer Price Index are subject to explicit approval by GSA Council (GSA Bylaw & Policy, Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.2.3.b) • Note that the stipends are gross stipends and include tax and CPP. Remittances are made on behalf of Directly-Elected Officers from their stipend totals.	• **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $161,978.** • **The 2015-2016 actual was $159,141.**
	Directly-Elected Officer Benefits	
GSA Health and Dental Plan **$2,835 budget**	• The rate currently is $492.95 per graduate student per annum. • New rate will not be set until April/May. Applied a 15% increase for 2017-2018 as this was the percentage increase in 2016-2017.	• **Applied 15% increase.** • **The 2016-2017 budget was $2,250.** • **The 2015-2016 actual was $2,143.**
U-Pass **$2,175 budget**	• The U-Pass is set at $145 each term in 2017-2018 per agreement with the transit systems and the University. This amount is reimbursed in May, September, and January.	• **No significant increase to the 2017-2018 budget.** • **The 2016-2017 budget was $2,125.** • **The 2015-2016 actual was $2,000.**
	Employer Contributions	
Employer CPP Contributions **$7,400 budget**	• This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).	• **No significant change to the 2017-2018 budget.** • **The 2016-2017 budget was $7,338.** • **The 2015-2016 actual was $7,077.**
Employer EI Contributions **$4,000 budget**	• This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 1.63% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).	• **No significant change to the 2017-2018 budget.** • **The 2016-2017 budget was $4,405.** • **The 2015-2016 actual was $4,188.**

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

	Directly-Elected Officers - Other Expenses	
Insurance **$1,250 budget**	• Directors and Officers Liability Insurance. Paid annually in January. • New insurance broker retained in January 2016 which has resulted in a policy rate savings.	• **Decrease in the 2017-2018 budget.** • **The 2016-2017 budget was $2,025.** • **The 2015-2016 actual was $1,215.**
Transition/Early Call for Talent **$4,767 budget**	• The Early Call for Talent and Training occurs in the fall. • Transition activity typically occurs in March and April.	• **No significant change to the 2017-2018 budget.** • **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $4,697.** • **The 2015-2016 actual was $1,188.**
Training/Development (NEW) **$3,000 budget**	• Account created to meet an identified need for training and development of the Directly-Elected Officers to promote the effective performance of their duties.	• **New for 2017-2018.**
Directly-Elected Officers' Expenses **$2,653 budget**	• Expenses related to hosting/food/conferences to pursue GSA goals or initiatives. E.g. one-on-one meetings with graduate students to discuss the role of the GSA in the lives of graduate students.	• **No significant change to the 2017-2018 budget.** • **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $2,336.** • **The 2015-2016 actual was $692.**
GSA Board and Other Committee Expenses **$3,500 budget**	• The cost estimate is based on 52 GSA Board meetings per year at $60 per meeting and occasional meetings of other committees. • The primary expense is the provision of a lunch. Costs are being contained by the use of economical frozen foods which are prepared in-house.	• **Decrease in the 2017-2018 budget.** • **The 2016-2017 budget was $5,411.** • **The 2015-2016 actual was $2,632**
	GSA Council Expenses	
GSA Council Food and Other Expenses **$4,100 budget**	• The estimate is based on 12 meetings per year at $341 per meeting. In 2017-2018 this includes use of the SU plate service program which eliminates the use of paper plates.	• **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $3,513.** • **The 2015-2016 actual was $2,647.**

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

Election Expenses $2,395 budget	• This is used to cover expenses associated with the GSA General Election that takes place in February/March.	• **No significant change to the 2017-2018 budget.** • **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $2,360.** • **The 2015-2016 actual was $69.**
GSA Council Speaker Honorarium $2,220 budget	• Speaker is paid an honorarium for chairing (and related duties) each GSA Council meeting ($185 per meeting).	• **No significant change to the 2017-2018 budget.** • **The 2016-2017 budget was $2,272.** • **The 2015-2016 actual was $1,500.**
Chief Returning Officer Honorarium $1,500 budget	• Chief Returning Officer is paid an honorarium for managing the GSA General Election, including any by-elections and referenda. • Per recommendation by the GSA ERC, the honorarium was increased for 2017-2018.	• **Increase to the 2017-2018 budget.** • **The 2016-2017 budget was $1,082.** • **The 2015-2016 actual was $1,065.**
Other Honoraria $2,000 budget	• This pool of money may be used to pay an honorarium to an individual(s) for significant and high-level work similar to that done by the Speaker or CRO. • Example, DRO needs to fill in for CRO for a significant period. • Pre-approval by two signing authorities is needed.	• **No change to the 2017-2018 budget.** • **The 2016-2017 budget was $2,000.** • **The 2015-2016 actual was $500.**
GSA ADVOCACY		
Government and External Relations $16,483 budget	• Relationship-building, with a focus on advocacy, between the GSA, government, and other organizations. Usually in the form of travel expenses, hosting, or meetings related to advocacy. • In its Strategic Work Plan (SWP), the GSA Board identified the need for a strong voice at the table with government (Alberta government in particular) and other decision-making and influential groups at the national level in order to promote the best interests of graduate students.	• **No significant change to the 2017-2018 budget.** • **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $16,239.** • **The 2015-2016 actual was $8,490.**
University Relations $1,096 budget	• Expenses related to the building and maintenance of relationships between the GSA and University units. Usually in the form of hosting/meeting expenses. • Pre-approval by two signing authorities needed.	• **No significant change to the 2017-2018 budget.** • **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $1,080.** • **The 2015-2016 actual was $715.**

ab-GPAC **$14,550 budget**	• In 2013, the Alberta Graduate Council (AGC) closed its operations. The new Alberta Graduate Provincial Advocacy Council (ab-GPAC) was formed under the *Societies Act* in October 2014. The mandate is to lobby to the Alberta government and promote the interests and concerns of graduate students. • Fees for the new ab-GPAC have been set at $3.00 per graduate student per year, effective September 2015. • Previously the fees for AGC were $2.00 per year, covered in part by a dedicated fee of $0.50 assessed per graduate student per term that was implemented by a referendum in 2000. The remaining $0.50 per graduate student per term is paid out of the GSA operating budget as the "GSA contribution." In the time period between the disbanding of AGC and the start-up of ab-GPAC the dedicated fees collected were held in reserve. This reserve has been drawn down to cover the $1.00 difference in fees. Consequently, in 2017-2018 the budget has been increased to cover the fees from the Operating Budget. • Pending a future assessment of the stability and effectiveness of ab-GPAC, a referendum could be initiated to enable graduate students to vote for the full fee amount to be collected directly from graduate students.	• **2017-2018 budget doubled as the reserve is expended.** • **The 2016-2017 budget was $7,812.** • **The 2015-2016 actual was $7,689.**
GSA Office – Human Resources		
Support Staff (Represented by NASA)		
Support Staff - Salaries **$195,308 budget**	• There are four full-time support staff positions (one is vacant). • Salaries are gross salaries including tax, employee EI and CPP, and union dues – remittances are made on behalf of employees from their salary totals. • Includes contractual cost of living increases and one-time payments (e.g. responsibility pay). • The 2017-2018 budget is understated by approximately $58,000 due to a vacant staff position.	• **No significant change to the 2017-2018 budget.** • **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $187,000.** • **The 2015-2016 actual was $198,418.**

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

Support Staff – Benefits $15,625 budget	• The GSA provides lump sum payments in lieu of benefits for continuing staff. The budget was calculated on the basis of 8% (as a starting point) of the salaries of continuing staff even though the University's benefit package is 20% of salary (including health and dental).	• **The 2016-2017 budget was $19,530.** • **The 2015-2016 actual was $12,461.**
Support Staff – GSA Health and Dental Plan and GSAP $1,764 budget	• The rate currently is $492.95 per staff per annum. • New rate will not be set until April/May. Applied a 15% increase for 2017-2018 as this was the percentage increase in 2016-2017. • The Graduate Student Assistance Plan is $21 per annum per staff.	• **The 2016-2017 budget was $1,900.** • **The 2015-2016 actual was $1,286.**
Support Staff – Employer CPP Contributions $8,000 budget	• This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).	• **Detailed calculation performed on actual salaries.** • **The 2016-2017 budget was $10,000.** • **The 2015-2016 actual was $8,281.**
Support Staff – Employer EI Contributions $3,600 budget	• This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 1.63% of salary up to the maximum annual premium (down from 2016-2017 rate of 1.88%). This line shows the employer's contribution only (not the employee contribution).	• **Detailed calculation performed on actual salaries.** • **The 2016-2017 budget was $5,348.** • **The 2015-2016 actual was $4,513.**
Support Staff Development $2,400 budget	• The staff NASA contract provides for support of $800.00 per staff for courses related to staff development, commencing in 2016-2017.	• **No change to the 2017-2018 budget.** • **The 2016-2017 budget was $2,400.**
	## Administrative/Professional Staff	
Administrative/Professional Staff - Salaries $361,858 budget	• The Executive Director salary and other employment related expenses are established in a contractual agreement. The Executive Director changed in September 2016 and resulted in modest salary savings in the 2017-2018 budget. • The Associate and Assistant Director work full-time. • The Labour Professional, Financial Manager, and Chartered Accountant work part-time.	• **Decrease in the 2017-2018 budget.** • **Applied 1.5% CPI increase to current salaries.** • **The 2016-2017 budget was $384,000.** • **The 2015-2016 actual was $393,739.**

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

Administrative/Professional Staff - Merit Pay **$30,000 budget**	• In accordance with the Executive Director's contract as of 2017-2018, the ED has the opportunity to receive an annual merit increment. • Additionally funds from this line may be used to augment RRSP payments or other administrative/professional staff benefits to take into account the realities of the competitive market (e.g. the GSA does not have a pension plan).	• **The 2016-2017 budget was $30,062.** • **The 2015-2016 actual was $29,624.**
Administrative/Professional Staff - Benefits **$25,979 budget**	• In 2013 the GSA began to provide benefit compensation for administrative/professional staff. The budget was calculated on the basis of 8% (as a starting point) of salary even though the University's benefit package is 20% of salary (including health and dental).	• **Decrease in the 2017-2018 budget.** • **The 2016-2017 budget was $28,286.** • **The 2015-2016 actual was $27,038.**
Administrative/Professional Staff - RRSP **$16,237 budget**	• Administrative/professional staff receive RRSP payments for contribution to their own plans. • The budget was calculated on the basis of 5% of salary.	• **Decrease in the 2017-2018 budget.** • **The 2016-2017 budget was $17,678.** • **The 2015-2016 actual was $16,278.**
Administrative/Professional Staff - GSA Health and Dental Plan and GSAP **$2,940 budget**	• The rate currently is $492.95 per administrative/professional staff per annum. • New rate will not be set until April/May. Applied a 15% increase for 2017-2018 as this was the percentage increase in 2016-2017. • The Graduate Student Assistance Plan is $21 per annum per administrative/professional staff.	• **Increase in the 2017-2018 budget.** • **The 2016-2017 budget was $2,500.** • **The 2015-2016 actual was $2,143.**
Administrative/Professional Staff - Employer CPP Contributions **$12,000 budget**	• This is the GSA's contribution for the Canada Pension Plan which is at a rate of 1.0 times the employee's contribution. CPP is calculated at a rate of 4.95% of salary up to the maximum annual premium. This line shows the employer's contribution only (not the employee contribution).	• **Detailed calculation performed on actual salaries.** • **The 2016-2017 budget was $11,500.** • **The 2015-2016 actual was $12,863.**
Administrative/Professional Staff - Employer EI Contributions **$6,000 budget**	• This is the GSA's contribution for Employment Insurance which is at a rate of 1.4 times the employee's contribution. EI is calculated at a rate of 1.63% of salary up to the maximum annual premium (down from 2016-2017 rate of 1.88%). This line shows the employer's contribution only (not the employee contribution).	• **Detailed calculation performed on actual salaries.** • **The 2016-2017 budget was $6,375.** • **The 2015-2016 actual was $6,830.**

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

	Other HR Expenses	
Office Recognition **$1,200 budget**	• This pool of money is used for recognition of GSA staff members (e.g. when a staff member leaves or reaches significant benchmarks).	• **Decrease in the 2017-2018 budget.** • **The 2016-2017 budget was $2,811.** • **The 2015-2016 actual was $528.**
Vacation Payout **$5,323 budget**	• Contractual arrangement with the Executive Director for vacation payout, for vacation payout for NASA-represented support staff in accord with their Collective Agreement, and for administrative/professional staff at the ED's discretion. • Unspent funds from this line may be used to augment RRSP payments, or professional development.	• **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $5,244.** • **The 2015-2016 actual was $4,417.**
Professional Expense Allowance **$6,386 budget**	• Contractual arrangement with the Executive Director. Budget also used for other administrative/professional staff and professional development. • Unspent funds may be used for other administrative/professional staff benefits at the discretion of the ED.	• **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $6,292.** • **The 2015-2016 actual was $3,948.**
Workers' Compensation **$2,100 budget**	• WCB-Alberta is disability insurance for workers against the impact of workplace injuries. Our insurance providers strongly recommended that the GSA enrol in Workers' Compensation. • WC was acquired on April 7, 2014. • WCB-Alberta requires an annual return be filed by the last day of February each year.	• **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $2,000.** • **The 2015-2016 actual was $1,581.**
Parking **$500 budget**	• Covers occasional parking for Directly-Elected Officers, NASA-represented support staff, and administrative/professional staff for meetings or events.	• **Decrease in the 2017-2018 budget.** • **The 2016-2017 budget was $2,166.** • **The 2015-2016 actual was $1,441.**

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

GSA Office Administration and Operational Costs		
Capital items **$7,300 budget**	• This budget line refers to purchases of major assets that the GSA will need and is part of a five-year evergreening plan established in 2011 and renewed in 2016.	• **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $6,292.** • **The 2015-2016 actual was $8,775.**
Information Technology Service Agreement (NEW) **$6,000 budget**	• Effective 2017 established a service agreement with Information Service Technology (IST) to support the GSA's IT (recently upgraded to minimum University standards by an IT consultant) to provide regular reviews and troubleshooting services.	• **New budget line for 2017-18.**
Telephone & Cable **$4,258 budget**	• Billed monthly. • The number of phones was reduced from 15 to 7 in 2011 and reduced to 6 in 2015.	• **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $4,195.** • **The 2015-2016 actual was $3,442.**
Office Supplies **$6,400 budget**	• General office expenses including office supplies, postage, swag purchases, printing/photocopying, and miscellaneous office expenses.	• **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $6,329.** • **The 2015-2016 actual was $3,177.**
Repair and Maintenance **$3,053 budget**	• Contingency fund for repair and maintenance of office furniture, appliances, computers, and equipment. • Includes monthly fees for Adobe Creative Cloud. • The office is projecting to switch the GSA newsletter to Constant Contact in 2017-2018 at a cost of $85/month.	• **Increase to 2017-2018 budget.** • **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $2,003.** • **The 2015-2016 actual was $1,031.**
Payroll and Banking Service Charges **$1,703 budget**	• The payroll processing charges to CERIDIAN (payroll service provider). • Business banking plan fees and corporate MasterCard annual fees.	• **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $1,678.** • **The 2015-2016 actual was $1,169.**
Photocopier Lease and Meter **$8,500 budget**	• The GSA leases two photocopiers from Xerox on a three-year contract (2015-2018) for office use. • Billing for the lease and metering charges occurs monthly.	• **No change to the 2017-2018 budget.** • **The 2016-2017 budget was $8,500.** • **The 2015-2016 actual was $8,068.**
General Liability Insurance (Office) **$660 budget**	• General liability insurance to cover property damage, personal injury, tenants' legal liability, etc.	• **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $650.** • **The 2015-2016 actual was $615.**

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

GSA Professional		
Financial Auditing **$11,200 budget**	• GSA has an annual audit performed by Collins Barrow. • Required by *Post-Secondary Learning Act* and submitted to the University Board of Governors.	• **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $10,770.** • **The 2015-2016 actual was $9,660.**
Consultants **$14,800 budget**	• IT and other consultants utilized in previous years. Since an agreement has recently been reached for IT support with IST the costs associated with this are in the new IT Service Agreement line under GSA Office Administration and Operational Costs. • Other consulting services (e.g. visual identity consultant, labour relations consultant) will potentially be utilized in 2017-2018.	• **Decrease in 2017-2018 budget** • **The 2016-2017 budget was $20,800.** • **The 2015-2016 actual was $32,247.**
Investment Advisor **$9,200 budget**	• As of 2016-2017 there are investment advisor fees for ATB Investment Management Inc.	• **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $9,000.**
Legal Fees - General **$25,000 budget**	• Legal advice on significant operational issues as needed. • Budget line was fully spent in 2016-2017 so a modest increase has been applied in addition to CPI. • If there are monies remaining at year-end these funds are added to continue build-up of a healthy Legal Defense Fund, on advice from our auditor.	• **Increase to 2017-2018 budget.** • **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $20,975.** • **The 2015-2016 actual was $20,499.**
GSA Services Expenses		
Grants and Subsidies Expenses		
Academic Workshop Subsidies **$5,500 budget**	• The GSA Board, GSA Council, and the GSA Budget and Finance Committee have approved the continuation of these subsidies to the Student Success Centre and the Career Centre as graduate students' reviews (reviewed regularly by the GSA Board) of the workshops are outstanding.	• **No significant change to 2017-2018 budget.** • **The 2016-2017 budget was $5,711.** • **The 2015-2016 actual was $5,500.**
External Grants **$2,400 budget**	• Funds request for external grants such as a grant for the Long Night Against Procrastination and International Week.	• **No significant change to 2017-2018 budget.** • **The 2016-2017 budget was $2,324.** • **The 2015-2016 actual was $1,550.**

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

Campus Food Bank **$9,000 budget**	• Contribution made to the Campus Food Bank (which was founded by the GSA). • GSA Board did not disburse funds to the Food Bank in 2015-2016.	• **No change to 2017-2018 budget.** • **The 2016-2017 budget was $9,000.** • **The 2015-2016 actual was $0.00.**
	## Graduate Student Groups	
GSA Council Remuneration for Student Groups **$10,800 budget**	• GSA funding program for eligible departmental graduate student groups based on the attendance of their department councillor over the GSA Council year. • Budget increased to reflect increase in number of departmental graduate student groups and a higher remuneration (from $100 to $200).	• **Increase to budget for 2017-2018.** • **The 2016-2017 budget was $5,192.** • **The 2015-2016 actual was $4,475.**

Academically-Related Graduate Student Group Awards
 	
$25,000 budget
	• The GSA provides a grant program, ongoing through the year, for departmental academically-related graduate student groups to:
	  ▪ Bring in special guest lecturers or host academic-style events.
	  ▪ Support the academic activities of graduate students at the departmental level.
	• Budget increased to meet strong demand for this grant support.
		• **Increase to budget for 2017-2018.**
		• **The 2016-2017 budget was $15,575.**
		• **The 2015-2016 actual was $14,981.**

	## Other Expenses	
Annual Strategic Plan Initiatives **$3,000 budget**	• Any new strategic planning initiatives may be funded from this account.	• **Decrease to budget for 2017-2018.** • **The 2016-2017 budget was $8,480.** • **The 2015-2016 actual was $8,788.**
Engagement Initiatives (NEW) **$7,000 budget**	• The GSA hosts a number of professional development and other engagement events for its membership. • Funding for these was previously drawn from the Annual Strategic Plan Initiatives budget line.	• **New budget line for 2017-18.**

GSA 2017-2018 Operating Budget (including Capital Budget) Narrative

Orientations and Departmental Outreach **$5,000 budget**	• Covers the expenses of the GSA-hosted fall and winter orientation events for new graduate students, other graduate student departmental outreach initiatives and events.	• **Decrease to budget for 2017-2018.** • **The 2016-2017 budget was $7,500.** • **The 2015-2016 actual was $1,287.**
AMICCUS-C Membership **$700 budget**	• Membership to AMICCUS-C (Association of Managers in Canadian Colleges and University Student Centers).	• **No change to 2017-2018 budget.** • **The 2016-2017 budget was $700.** • **The 2015-2016 actual was $650.**
Additional GSA Agenda/Handbook Printing (NEW) **$2,000 budget**	• Demand for the agenda/handbook has been greater than the number printed (number printed is based on the ad sales and the GSA ran out of agenda/handbooks in 2016-2017). This budget line allows the GSA to print additional agenda/handbooks in 2017-2018 even if ad sales do not increase.	• **New budget line for 2017-18.**
Awards Night **$7,377 budget**	• Expenses for the annual GSA Awards Night (normally in March).	• **Applied 1.5% CPI increase.** • **The 2016-2017 budget was $7,268.** • **The 2015-2016 actual was $564.**
	GSA Operating/Contingency Fund	
Operating /Contingency Fund **$33,000 budget**	• A fund set aside to handle unexpected and unanticipated expenses that are outside the range of the operating budget. Use of contingency is upon recommendation of the President. • Budget line increased on the recommendation of the GSA Board Finance Committee.	• **Increase to budget for 2017-2018.** • **The 2016-2017 budget was $15,575.** • **The 2015-2016 actual was $3,845.**

The Graduate Students' Assocation of the University of Alberta
2017-2020 Restricted and Other Funding Budget

1.5% CPI INCREASE IN THE GSA FEE PER YEAR, NO INCREASE IN STUDENT ENROLLMENT PER YEAR

GSA - Restricted and Other Funding

	2017-2018 Budget for Approval	2018-2019 Budget	2019-2020 Budget	2016-2017 Approved Budget	2015-2016 Actual	
Fundraised Activity						
GSA Agenda/Handbook	11,000	11,000	11,000	11,000	10,590	NO CPI
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)						
GSA Recognition Awards	18,000	18,000	18,000	18,000	18,000	NO CPI
GSA Child Care Grants	254,720	254,720	254,720	249,000	277,000	NO CPI
GSA Emergency Bursaries	143,280	143,280	143,280	137,500	130,770	NO CPI
GSA Academic Travel Awards	398,000	398,000	398,000	384,500	306,336	NO CPI
	814,000	814,000	814,000	789,000	732,106	
Other Restricted Funding						
ab-GPAC Fees Collected Per Referendum	7,275	7,275	7,275	7,361	13,983	NO CPI
CJSR Fees Collected Per Referendum	14,550	14,550	14,550	14,722	14,189	NO CPI
GSAP (Graduate Student Assistance Program) Fees Collected Per Referendum	65,800	65,800	65,800	66,163	64,838	NO CPI
Health Plan Fees Collected Per Referendum	1,512,388	1,739,246	2,000,133	1,315,120	1,344,025	15% INCREASE
Dental Plan Fees Collected Per Referendum	1,130,384	1,299,942	1,494,933	982,943	903,918	15% INCREASE
	2,730,397	3,126,813	3,582,692	2,386,309	2,340,953	
	3,555,397	3,951,813	4,407,692	3,186,309	3,083,649	

Account Name and Budget	Brief Description	Narrative
	Restricted and Other Funding	
	Fundraised Activity	
GSA Agenda/Handbook $11,000 budget	• The GSA sells advertising space in the yearly GSA agenda/handbook to cover the printing costs.	• **No change to 2017-2018 budget.** • **The 2016-2017 budget was $11,000.** • **The 2015-2016 actual was $10,590.**
	Graduate Student Support Fund (GSSF) Projects (Restricted Revenue) The Memorandum of Settlement provided for total funds of $814,000 for the GSSF for 2017-2018. Individual budgets have been set for the components of Graduate Student Recognition Awards, Child Care Grants, Emergency Bursaries, and Academic Travel Awards.	
GSA Recognition Awards $18,000 budget	• Funds provide for various awards presented at the annual Awards Night. • Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. • Expenses for the Awards Night are processed in the following March.	• **The 2016-2017 budget was $18,000.** • **The 2015-2016 actual was $18,000.**
GSA Child Care Grants $254,720 budget	• Graduate students can apply for this Grant to offset the cost of child care. • Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. • Expenses are processed throughout the year.	• **The 2016-2017 budget was $249,000.** • **The 2015-2016 actual was $277,000.**
GSA Emergency Bursaries $143,280 budget	• Emergency Bursaries are a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency. • Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. • Expenses are processed throughout the year.	• **The 2016-2017 budget was $137,500.** • **The 2015-2016 actual was $130,770.**
GSA Academic Travel Awards $398,000 budget	• Graduate students can apply for this award to participate in academic activities such as conferences and research trips. • Revenue is received in the form of GSSF funds when the Collective Agreement is approved in the spring/summer. • Expenses are processed throughout the year.	• **The 2016-2017 budget was $384,500.** • **The 2015-2016 actual was $306,336.**

	Other Restricted Funding	
ab-GPAC **$7,275 budget**	• In 2013, the Alberta Graduate Council (AGC) closed its operations. A new Provincial Graduate Student Advocacy group (ab-GPAC) was formed under the *Societies Act* in October 2014. The mandate is to lobby with the Alberta government in promoting the interests and concerns of graduate students. • Fees for the new ab-GPAC have been set at $3.00 per graduate student per year, effective September 2015. • Previously the fees for AGC were $2.00 per year, covered in part by a dedicated fee of $0.50 assessed per graduate student per term that was implemented by a referendum in 2000. The remaining $0.50 per graduate student per term is paid out of the GSA operating budget as the "GSA contribution." In the time period between the disbanding of AGC and the start-up of ab-GPAC the dedicated fees collected were held in reserve. This reserve will be drawn down this year to cover the $1.00 difference in fees. • Pending a future assessment of the stability and effectiveness of ab-GPAC, a referendum will be initiated to enable graduate students to vote for the full fee amount to be collected directly from graduate students.	• **The 2016-2017 budget was $7,361.** • **The 2015-2016 actual was $13,983.**
CJSR Fees **$14,550 budget**	• The U of A campus radio station (CJSR) receives $1.00 per graduate student per term. This is a dedicated fee that was implemented by a referendum in 1999. • Revenue and the related expenses are processed in October and February.	• **The 2016-2017 budget was $14,722.** • **The 2015-2016 actual was $14,189.**
GSAP (Graduate Students Assistance Program) **$65,800 budget**	• The Graduate Students Assistance Plan began in September 2009, and is funded in part by a $12 per graduate student per year dedicated fee that was implemented by a referendum in 2009. The $12 is split up as $4 per fall term, and $8 per winter term. • Revenue and the related expenses are processed in October and February.	• **The 2016-2017 budget was $66,163.** • **The 2015-2016 actual was $64,838.**
Health Plan **$1,512,388 budget**	• This is the fee that is charged to graduate students for the health part of the GSA Health and Dental plan. • The 2016-2017 fee is $280.70 per graduate student per year. • New rate will not be set until April/May. Applied a 15% increase for 2017-2018 as this was the percentage increase in 2016-2017. • Revenue and the related expenses are processed in October, February, and March. • There is a GSA Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the GSA Health and Dental Plan costs exceed the amounts collected in fees. The fund was drawn down in 2016-2017.	• **Increase in the 2017-2018 budget.** • **The 2016-2017 budget was $1,315,120.** • **The 2015-2016 actual was $1,344,025.**
Dental Plan **$1,130,384 budget**	• This is the fee that is charged to graduate students for the dental part of the GSA Health and Dental plan. • The 2016-2017 fee is $212.25 per graduate student per year.	• **Increase in the 2017-2018 budget.** • **The 2016-2017 budget was $982,943.** • **The 2015-2016 actual was $903,918.**

- New rate will not be set until April/May. Applied a 15% increase for 2017-2018 as this was the percentage increase in 2016-2017.
- Revenue and the related expenses are processed in October, February, and March.
- There is a GSA Health and Dental Plan Reserve Fund which was established to ensure that adequate funds are available in the event the GSA Health and Dental Plan costs exceed the amounts collected in fees. The fund was drawn down in 2016-2017.

**The Graduate Students' Association
of the University of Alberta**

Dear Colleagues,   February 17, 2017

I am pleased to report we are on track overall and are projecting a positive balance at year-end. As expected, some variation occurs between this third quarterly report and the approved budget for 2016-2017, and areas in which variances occurred informed the recommended 2017-2018 operating budget (eg funds for ab-GPAC). I list below some of the key elements of the third quarterly financial report.

Governance
Spending in this budget line is down and so a higher positive balance than that shown in the last quarterly financial report is now projected.

Advocacy

As noted above we are projecting an over expenditure in ab-GPAC fees due to paying out the remaining fees owed from the operating budget. The reserve of previously collected fees (collected between 2013-2015, the period during which the former provincial advocacy group to which we belonged, ACG, dissolved and ab-GPAC was established) has been used to subsidize the fee until now, but was recently used up. This cost is balanced out by savings in other lines and was taken into consideration when recommending that increased funds be allotted to this line in the recommended operating budget for 2017-2018.

Human Resources
We originally anticipated filling our vacant position in the fall and, because it was not filled until January, this has resulted in an increased positive balance in this line.

Professional
We had projected that funds from this line would be partially used to ensure the provision of ongoing IT support. Our negotiation of a service agreement with IST has thus resulted in some savings in this line and, as is the case with the Advocacy budget line, the recommended 2017-2018 budget includes a separate budget line for the IST agreement.

Overall we are in excellent shape financially. My thanks to the Financial Team of Courtney Thomas, Shirley Ball, Dorte Sheikh, and Heather Hogg, and to Director-at-Large Ellen Schoeck.

Sarah Ficko, GSA President and Chair of the GSA BFC

www.gsa.ualberta.ca

**Graduate Students' Association
Room 1-37, Killam Centre for Advanced Studies
Triffo Hall, University of Alberta
Edmonton, Alberta, T6G 2E1
Tel: 780.492.2175 | Fax: 780.492.2999**

<u>**Outline of Issue (GSA Council)**</u>
GSA 2016-2017 Budget and Expenditure (Quarterly) Report

Suggested Motion for GSA Council:

That GSA Council **RECEIVE FOR INFORMATION** the GSA 2016-2017 Budget and Expenditure (Quarterly) Report.

<u>**Note:**</u> At its meeting of January 25, 2017 the GSA BFC **received for information and forwarded to the GSA Board** the GSA 2016-2017 Budget and Expenditure (Quarterly) Report. At its meeting of February 8, 2017, the GSA Board **received for information and forwarded to GSA Council** the GSA 2016-2017 Budget and Expenditure (Quarterly) Report. Members of the GSA BFC have been invited to attend the February 27, 2017 meeting of GSA Council.

Background:

The quarterly financial reports have been created to build year-over-year tracking and monitoring into the GSA's financial systems, and allow greater control over budget. In addition to yearly comparisons, regular quarterly reporting allows for better forward planning and illustrates the GSA yearly financial cycle.

GSA President and GSA BFC Chair Sarah Ficko sets out additional background in the attached cover letter.

Jurisdiction:

Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section K.POL.3.3:
"The GSA BFC will receive for information and forward to the GSAB quarterly reports on expenses and revenues; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent in each quarter, by budget division."

Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.5.4.a:
"The GSA Accountant and the GSA Financial Manager will prepare a Budget and Expenditure Quarterly Report which will first be submitted to the Executive Director (ED), then the GSA President and then to the GSA BFC, the GSAB, and to GSA Council for information. It is suggested that these reports be organized by budget divisions and lines, with the following information in easy-to-follow columns: current budget; actual year-to-date expenditure, forecast to the year end, total forecast, balance remaining, percent remaining, informative comment on any variance or approved reallocation, and comment on significant comparisons from previous years. All such reports will be compliant with Alberta's Personal Information Privacy Act and other applicable laws."

The Financial Team agrees that the GSA's budget is on track at the end of the third quarter of 2016-2017.

Prepared by L Hareuther, J Tanguay, and C Thomas for GSA Council 27 February 2017

/Users/gsaassist/Google Drive/320 - Council/Meetings/2016 - 2017/February 2017/First Mailing/PDF/GSA Council 27 February 2017 Item 7a - Outline of Issue Quarterly Financial Report.docx

The Graduate Students' Association of the University of Alberta
2016-2017 GSA Operating Budget (including Capital Budget)
Budget and Expenditure Report
3rd Update, April to December 2016 actuals and January 2017 to March 2017 forecast

	CURRENT YEAR April 1, 2016 to March 31, 2017							PRIOR YEAR Comparative	
	2016-2017 Approved Budget	Actual Apr 2016 to Dec 2016	Forecast Jan 2017 to Mar 2017	Total	Variance	Ref #	% Variance	Actual Apr 2015 to Dec 2015	Total Actual Apr 2015 to March 2016
REVENUE									
GSA Fees Revenue	1,080,467	892,995	187,472	1,080,467	-		0%	839,742	1,069,695
Investment Revenue	25,000	6,614	18,386	25,000	-	1	0%	54,443	64,055
Funding from Others	15,980	13,690	6,480	20,170	4,190	2	26%	21,380	23,380
Chopped Leaf (PAW Centre) Revenue	42,171	28,847	10,041	38,888	(3,283)	3	-8%	19,798	25,500
Other Revenue	1,266	1,697	-	1,697	431		34%	4,500	7,552
Total Revenue	1,164,884	943,843	222,379	1,166,222	1,338		0%	939,863	1,190,182
EXPENSES									
Governance	203,792	140,701	54,254	194,955	8,837	4	4%	137,468	186,057
Advocacy	25,131	24,201	7,459	31,660	(6,529)	5	-26%	13,052	16,894
Human Resources	725,093	501,763	175,467	677,230	47,863	6	7%	507,954	725,389
Office Administration	29,647	17,661	6,100	23,761	5,886		20%	14,896	26,277
Professional	61,545	38,089	11,444	49,533	12,012	7	20%	41,228	62,406
Services Expenses	61,750	40,658	19,117	59,775	1,975	8	3%	26,786	37,795
Operating/Contingency Fund	15,575	7,217	4,358	11,575	4,000		26%	2,642	3,845
Total Expenses	1,122,533	770,290	278,199	1,048,489	74,044		7%	744,026	1,058,663
BALANCE	42,351	173,553	(55,820)	117,733	75,382		178%	195,837	131,519

Explanatory notes:
Under the variance column high-lighted red numbers in brackets indicates revenue shortfall, or an expense overexpenditure.
Under the variance column black numbers indicates more revenue received than budgeted, or an expense savings.
Projected surplus funds will be applied to the Financial Stabilization Fund.

1. In 2015-16 the third quarter investment revenue was higher than the 2016-2017 third quarter as the Unitized Endowment Pool interest payment was received from the University each May. When the UEP was cashed out in July 2015 the GSA realized a gain of $42,215 which resulted in higher revenue than forecast. In 2016-2017 the actual investment revenue received is from the ATB GIC investments and bank accounts. The investment revenue from the ATB investment portfolio has been accrued monthly and is re-invested.

2. FGSR funding was increased by $4,190 for this year so this has created a positive variance.

3. Chopped Leaf revenue commenced in August 2015 and was moved from Restricted Revenue to Operating Revenue in 2016-2017. During the 2015-2016 external audit it was determined that the GSA should not receive GST revenue from the Chopped Leaf rental and the projected revenues have been adjusted accordingly and will be less than the original budget.

4. GSA Board and Other Committee Expenses as well as Elected Officers' Expenses have come in lower than budgeted resulting in a surplus.

5. Over expenditure due to increase in ab-GPAC fees. Previously the fee was $2.00 per student per year and this has increased to $3.00 per student.

6. Change of Executive Director and subsequent replacement staff hires resulted in salary and benefits savings.

7. In the Professional expenses line there is an expense savings as computing consultant expenses were projected but a new contract with IST has resulted in a lower cost than anticipated.

8. Services Expenses have gone up as a result of increased spending in the Orientations and Departmental Liaison line. Additionally the Food Bank contribution was not made in 2015-2016 but has been made this year.

The Graduate Students' Association of the University of Alberta
2016-2017 GSA Restricted and Other Funding
Budget and Expenditure Report
3rd Update, April to December 2016 actuals and January 2017 to March 2017 forecast

	2016-2017 Approved Budget	Actual Apr 2016 to Dec 2016	Forecast Jan 2017 to Mar 2017	Total	Variance	Ref #	% Variance	Actual Apr 2015 to Dec 2015	Total Actual Apr 2015 to March 2016
CURRENT YEAR — April 1, 2016 to March 31, 2017								**PRIOR YEAR Comparative**	
Fundraised Activity									
GSA Agenda/Handbook	11,000	8,795	-	8,795	(2,205)	1	-20%	10,590	10,590
Graduate Student Support Fund (GSSF) Projects (Restricted Revenue)									
GSA Recognition Awards	18,000	-	18,000	18,000	-		0%	-	18,500
GSA Child Care Grants	249,000	220,000	29,000	249,000	-		0%	187,000	277,000
GSA Emergency Bursaries	137,500	20,582	116,918	137,500	-		0%	103,297	130,770
GSA Academic Travel Awards	384,500	250,699	133,801	384,500	-		0%	257,733	306,336
	789,000	491,281	297,719	789,000	-		0%	548,030	732,606
Other Restricted Funding									
ab-GPAC	7,361	7,361	-	7,361	-		0%	-	13,983
CJSR Fees Collected - $1.00 per student goes to the radio operation	14,722	7,200	7,522	14,722	-		0%	7,200	14,189
GSAP (Graduate Student Assistance Program) Fees Collected	66,163	33,548	32,615	66,163	-		0%	31,290	64,838
Health Plan Revenue	1,315,120	651,049	664,071	1,315,120	-		0%	589,959	1,344,025
Dental Plan Revenue	982,943	480,984	501,959	982,943	-		0%	397,040	903,918
	2,386,309	1,180,142	1,206,167	2,386,309	-		0%	1,025,489	2,340,953
BALANCE	3,186,309	1,680,218	1,503,886	3,184,104	(2,205)		0%	1,584,109	3,084,149

Explanatory notes:
0% means no variance at this point, budget is on target.
Under the variance column highlighted red numbers in brackets indicates revenue shortfall, or an expense overexpenditure.

1. 2016-2017 ad revenue of $8,795 was less than the projected $11,000 so expenses for producing the Agenda/Handbook were kept to that level.

GSA NOMINATING COMMITTEE
GSA APPEALS AND COMPLAINTS BOARD (4 POSITIONS FOR GRADUATE STUDENTS):
1 NOMINEE

In the February 3, 2017 GSA newsletter, the GSA NoC advertised for four (4) vacant positions on the GSA ACB. The deadline to receive nominations was February 13, 2017 and one (1) nomination was received. The nominee was then interviewed by GSA NoC Chair Radim Barta and GSA NoC Vice-Chair Antonio Bruni, both of whom have been trained in procedural fairness by the GSA and have a record of demonstrating impartiality through their work on the GSA NoC. GSA Executive Director Courtney Thomas was also present. During the interview, the nominee was asked a series of questions aimed at assessing their awareness of the basic tenets of procedural fairness and their ability to adjudicate potential cases in accord with those tenets (note as well that all individuals elected to the GSA ACB will receive training in procedural fairness). Following this interview and ensuing discussion, the GSA NoC agreed to forward the one (1) nominee to GSA Council with the call for additional nominations.

The call for additional nominations was emailed to GSA Council on February 16, 2017. The deadline to receive additional nominations was February 22, 2017 at 12:00 PM (noon) and no additional nominations were received.

There will be a paper ballot vote held at the February 27, 2017 GSA Council meeting.

If you and your alternate are unable to attend the February 27, 2017, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday February 27, 2017, in order to cast your vote in advance of the GSA Council meeting.

GSA ACB Election by GSA Council: GSA Nominating Committee Procedures

The Ballot
- There will be one ballot with candidates listed in reverse alphabetical order.
- For each candidate, there will be a "yes" box and a "no" box.

Voting
- The voter ticks one box per candidate, or abstains by not voting for a particular candidate (both boxes are left empty).

Counting
- If a candidate has more "no" votes than "yes" votes, the candidate is eliminated.
- If after the elimination round, there are **fewer candidate(s) or an equal number of candidates as there are positions**, the candidate(s) with at least one "yes" vote is/are successful.
- If after the elimination round, there are **more candidates than positions**, the candidates with the highest number of "yes" votes, equivalent to the number of positions, are the successful candidates.
- If after the elimination round, there is **a tie for last place** in the number of "yes" votes, the candidate with the fewest number of "no" vote is successful. If the tied vote has the same number of both "yes" and "no" votes, the Speaker will draw one (1) name from a hat.

The name and biography received (one (1) nominee) is <u>BELOW on pages 8.1-8.4.</u> Biographies are presented as <u>received</u> (ie not edited).

Biography and Resume of Nominee (1 Nominee)

1. **Ahsan Ahmed**

Any other committees:
- Member of Disaster Response Team, Canadian Red Cross.
- Member EPCOR, Edmonton Water Community Advisory Panel 2015-2017
- Member Greening Government Initiative Committee, Alberta Infrastructure

Ahsan Ahmed's Bio
I was born in Pakistan and I immigrated to Canada in 2012. I am currently working with the Government of Alberta, Ministry of Infrastructure having the following credentials that you might be looking for a person on a working committee.
- Recipient of Acclaim Award from the Ministry of Transportation and Infrastructure - 2013
- Recipient of Deputy Minister's Excellence Award from the Ministry Infrastructure – 2014
- Mayor of City of Edmonton Recognition Certificate for completing "100 hours of Volunteer Service" 2015

Ahsan Ahmed's Resume
I am a first year student doing my M.Eng from the Civil & Environmental Engineering Department.

SOCIAL CONTRIBUTION
1. **Certified Master Composter Recycler for the City of Edmonton**

   MCRs are ambassadors for Waste Management Services with the City of Edmonton. I have played a valuable role as community leaders in waste reduction.
   Volunteer Record: Ahsan Ahmed
   - Recorded 51.75 hours of volunteering
   - Hosted information 2 displays
   - Posted 3 videos online
   - Reached 514 people

2. **Volunteer Edmonton Public Library**
   - Stocked book sale materials, ensured that tables are full stocked for EPL customers.
   - Sorted out materials that were found in incorrect locations and ensure all materials were under the appropriate subject/genre headings
   - Answered general questions from customers about where to find materials and about pricing information.
   Volunteer Record: Ahsan Ahmed
   - Recorded 42.25 hours of his time to these volunteer activities

3. **Member of Emergency Response Team, Canadian Red Cross**
   - Assisted in the setting up, running and closing of services within a reception centre, shelter as directed by the ERT Supervisor.
   - Conducted client needs assessment to determine immediate, short and long-term needs of clients.
   - Provided appropriate services as assigned, based on the Technical Standards and the National Disaster Assistance Guidelines.
   - Communicated and reported on progress, to the ERT Supervisor.
   - Provided comfort to clients.
   - Provided referrals to partner agencies and other community based groups.
   - Completed necessary paperwork (i.e. Goods and Services Vouchers, Registration & Inquiry cards, daily statistics, activity logs etc.)
   - Participated in the debriefing and reviewed the delivery of the assigned services.
   - Actively engaged in team preparedness activities including emergency planning and kit preparedness.

- Supported ERT Supervisor in materials/inventory management, as required.
- Supported the ERT Supervisor in planning and organizing services.

4. Member EPCOR, Edmonton Water Community Advisory Panel 2015-2017

Discussed issues, programs and projects relating to drinking water and water service delivery in Edmonton. I am an important link between EPCOR and the community, and helps EPCOR in understand community priorities related to wastewater service delivery. We meet 3-4 times a year, and I am on the panel for a two year term.

5. Member Greening Government Initiative Committee, Alberta Infrastructure

- Led the adoption by the Ministry of the Greening Government Strategy and its principles by increasing awareness of the Strategy and advocating for environmental consideration towards government purchasing and operations.
- Developed, implemented and updated the co- Ministry Green Plan for Alberta Infrastructure and Alberta Transportation.
- Monitored and reported on implementation of the Green Plan to our Executive sponsor and Executive Committee at the end of each fiscal year and throughout the year as necessary.
- Increased awareness and education among Infrastructure employees on the environmental impacts resulting from departmental operations and procurement.
- Helped in reducing resource consumption and material waste arising from organizational or administrative activities within the department as a result of improved operations.

6. Member Edmonton Insight Community, City of Edmonton

- Complete surveys and participate in discussion forums on a wide range of topics at least twice a month.
- The Insight Community is the quick and easy way to influence City council decisions and help make Edmonton better.

7. Volunteer Canadian Breast Cancer Foundation.

- Route/Start Line Marshall for CIBC Run for the Cure
- Directed over 10,000 runners and walkers participants to the Start Line along 102nd Avenue.
- Coordinated with our Route Marshalls at the starting line, and lined up Runners for the run.

8. Volunteer HIV Edmonton

For Events Scotiabank AIDS Walk for Life and World AIDS Day

9. Volunteer City of Edmonton

For Edmonton Election 2013 and Edmonton Census 2014

10. Volunteer Habitat for Humanity

11. Member OH&S Committee, Ministry of Infrastructure, Government of Alberta

12. Union Steward (In-Training), Alberta Union of Provincial Employees (AUPE)

13. First Aid Responder for Government of Alberta

14. Member United Nations, Edmonton Chapter

<u>**ADDITIONAL EDUCATION**</u>

CONSTRUCTION SPECIFICATION CANADA

- Certified Construction Contract Administrator (CCCA)

MCMASTER UNIVERSITY
- Associate's Certificate in Project Management
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GSA SPEAKER AND EXECUTIVE DIRECTOR
GSA NOMINATING COMMITTEE (1 POSITION FOR GRADUATE STUDENTS):
2 NOMINEES

In the February 3, 2017 GSA newsletter, the GSA Executive Director and Speaker advertised for one (1) vacant position on the GSA NoC. The deadline to receive nominations was February 15, 2017 and two (2) nominations were received. A call for additional nominations was emailed to GSA Council on February 16, 2017. The deadline to receive additional nominations was February 22, 2017 at 12:00 PM and no additional nominations were received.

The GSA NoC is charged with selecting graduate student representatives to councils, committees, and other bodies requiring such representation. The GSA NoC also leads an annual initiative in October known as the "Early Call for Talent and Training", during which graduate students interested in running for elected office are invited to attend a Get-to-Know Dinner and a series of training sessions. (GSA Bylaw and Policy, Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee, Sections E.POL.9.1 and E.POL.9.2).

There will be a paper ballot vote held at the February 27, 2017 GSA Council meeting.

If you and your alternate are unable to attend the February 27, 2017, meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday February 27, 2017, in order to cast your vote in advance of the GSA Council meeting.

Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot. 'None of the Candidates' will also be considered a nominee.

1. **Ahsan Ahmed (Civil and Environmental Engineering)**
2. **Kenzie Gordon (Humanities Computing)**

The names and biographies received (two (2) nominees) are <u>**BELOW on pages 8.6-8.10.**</u> **Biographies are presented as** <u>**received**</u> **(ie not edited).**

Biographies and Resumes of Nominees (2 Nominees)

1. Ahsan Ahmed

Any other committees:
- Member of Disaster Response Team, Canadian Red Cross.
- Member EPCOR, Edmonton Water Community Advisory Panel 2015-2017
- Member Greening Government Initiative Committee, Alberta Infrastructure

Ahsan Ahmed's Bio
I was born in Pakistan and I immigrated to Canada in 2012. I am currently working with the Government of Alberta, Ministry of Infrastructure having the following credentials that you might be looking for a person on a working committee.
- Recipient of Acclaim Award from the Ministry of Transportation and Infrastructure - 2013
- Recipient of Deputy Minister's Excellence Award from the Ministry Infrastructure – 2014
- Mayor of City of Edmonton Recognition Certificate for completing "100 hours of Volunteer Service" 2015

Ahsan Ahmed's Resume
I am a first year student doing my M.Eng from the Civil & Environmental Engineering Department.

SOCIAL CONTRIBUTION
1. **Certified Master Composter Recycler for the City of Edmonton**

   MCRs are ambassadors for Waste Management Services with the City of Edmonton. I have played a valuable role as community leaders in waste reduction.
   Volunteer Record: Ahsan Ahmed
   - Recorded 51.75 hours of volunteering
   - Hosted information 2 displays
   - Posted 3 videos online
   - Reached 514 people

2. **Volunteer Edmonton Public Library**
   - Stocked book sale materials, ensured that tables are full stocked for EPL customers.
   - Sorted out materials that were found in incorrect locations and ensure all materials were under the appropriate subject/genre headings
   - Answered general questions from customers about where to find materials and about pricing information.
   Volunteer Record: Ahsan Ahmed
   - Recorded 42.25 hours of his time to these volunteer activities

3. **Member of Emergency Response Team, Canadian Red Cross**
   - Assisted in the setting up, running and closing of services within a reception centre, shelter as directed by the ERT Supervisor.
   - Conducted client needs assessment to determine immediate, short and long-term needs of clients.
   - Provided appropriate services as assigned, based on the Technical Standards and the National Disaster Assistance Guidelines.
   - Communicated and reported on progress, to the ERT Supervisor.
   - Provided comfort to clients.
   - Provided referrals to partner agencies and other community based groups.
   - Completed necessary paperwork (i.e. Goods and Services Vouchers, Registration & Inquiry cards, daily statistics, activity logs etc.)
   - Participated in the debriefing and reviewed the delivery of the assigned services.
   - Actively engaged in team preparedness activities including emergency planning and kit preparedness.

- Supported ERT Supervisor in materials/inventory management, as required.
- Supported the ERT Supervisor in planning and organizing services.

4. Member EPCOR, Edmonton Water Community Advisory Panel 2015-2017

Discussed issues, programs and projects relating to drinking water and water service delivery in Edmonton. I am an important link between EPCOR and the community, and helps EPCOR in understand community priorities related to wastewater service delivery. We meet 3-4 times a year, and I am on the panel for a two year term.

5. Member Greening Government Initiative Committee, Alberta Infrastructure

- Led the adoption by the Ministry of the Greening Government Strategy and its principles by increasing awareness of the Strategy and advocating for environmental consideration towards government purchasing and operations.
- Developed, implemented and updated the co- Ministry Green Plan for Alberta Infrastructure and Alberta Transportation.
- Monitored and reported on implementation of the Green Plan to our Executive sponsor and Executive Committee at the end of each fiscal year and throughout the year as necessary.
- Increased awareness and education among Infrastructure employees on the environmental impacts resulting from departmental operations and procurement.
- Helped in reducing resource consumption and material waste arising from organizational or administrative activities within the department as a result of improved operations.

6. Member Edmonton Insight Community, City of Edmonton

- Complete surveys and participate in discussion forums on a wide range of topics at least twice a month.
- The Insight Community is the quick and easy way to influence City council decisions and help make Edmonton better.

7. Volunteer Canadian Breast Cancer Foundation.

- Route/Start Line Marshall for CIBC Run for the Cure
- Directed over 10,000 runners and walkers participants to the Start Line along 102nd Avenue.
- Coordinated with our Route Marshalls at the starting line, and lined up Runners for the run.

8. Volunteer HIV Edmonton

For Events Scotiabank AIDS Walk for Life and World AIDS Day

9. Volunteer City of Edmonton

For Edmonton Election 2013 and Edmonton Census 2014

10. Volunteer Habitat for Humanity

11. Member OH&S Committee, Ministry of Infrastructure, Government of Alberta

12. Union Steward (In-Training), Alberta Union of Provincial Employees (AUPE)

13. First Aid Responder for Government of Alberta

14. Member United Nations, Edmonton Chapter

ADDITIONAL EDUCATION

CONSTRUCTION SPECIFICATION CANADA

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2. Kenzie Gordon

Any other committees:
Humanities Computing Students' Association
University Sexual Assault Response Implementation Committee – Support sub-committee

Kenzie Gordon's Bio
I completed a BA (Honors) in History & Middle Eastern and African Studies with a Certificate in Peace and Post-Conflict Studies at the University of Alberta in 2011. During my time at the U of A I was active in numerous student groups including the Students' International Health Association (SIHA), Baking 4 Benefit, Red Cross Club, WUSC, and SUSJ. This included a summer spent abroad with SIHA participating in health promotion projects in rural Tanzania. I also served for one year on the Arts Faculty Council and Arts Faculty Council Executive, and on the Students' Union Student Council as an Arts student representative. During my time with the SU, I served on the audit and strategic planning committees and sat as an SU representative on the boards of CBAS and CJSR. During my time at the U of A I also participated in Community Service Learning's Board Internship program, spending a year with the board of the Bissell Centre.

Following my BA program, I completed a Bachelor of Social Work at the University of Calgary's Edmonton campus. During my social work education, I served as the social work faculty representative with the SHINE Clinic. I completed two practicums during my social work education: one with the City of Edmonton's Family Violence Prevention Program, and one while studying abroad with the Barbados Women's Shelter. I completed my BSW in 2013 and have been involved in numerous

community-based volunteer projects, including: acting as a Big Sister through Boys and Girls Club/Big Brothers Big Sisters, interpreting immigrant credentials from French to English through Edmonton Immigrant Services Association (EISA), assisting with the Parenting & Literacy Program at Edmonton Mennonite Centre for Newcomers (EMCN), and volunteering with the Sexual Assault Centre of Edmonton on the crisis line and at community events. Since September 2015, I have been coordinating a private sponsorship group and since January 2016, we have been assisting in the settlement of a Syrian refugee couple.

I began MA program in Humanities Computing at the University of Alberta in September 2016, and currently serve as Vice President – External for the Humanities Computing Students' Association, and sit on the Humanities Computing student conference planning committee. Since October 2016 I have sat as a representative of the GSA on the USARIC Support sub-committee.

Kenzie Gordon's Resume

I am now a first-year MA student in Humanities Computing; I hope to examine the roles that video games can play in improving attitudes about domestic and sexual violence in players. I am currently a Research Assistant with Dr. Sean Gouglas on the Refiguring Innovation in Games (ReFIG) project, examining the status of women in the gaming industry. I am also employed as a Research Assistant with Drs. Mary Beckie, Rob McMahon, and Kevin Jones at the Faculty of Extension, in a project to develop a methodology for mapping leadership in communities.

After completing my BSW, I worked with Boys and Girls Club/Big Brothers Big Sisters (BGCBIGS) as a Volunteer Services Staff. For 6 months I worked part-time as a Community Outreach Worker with the Jessica Martel Memorial Foundation, a small domestic violence agency operating in the Morinville area; as the agency's first employee, I assisted in the development of program policies and practices, as well as assisting several clients in safety planning and post-separation settlement. In 2014 I took a position as a Community Outreach Worker with Edmonton John Howard Society's Family Violence Prevention Centre (FVPC).

I am interested in participating in the Nominating Committee as it seems a good opportunity to learn more about the ways that 'hiring' criteria are applied when examining candidates from diverse backgrounds; I hope that the experience I gain on this committee will assist me in the work world both as an employee and prospective employer. The committee also seems like a good way to get more involved with the GSA, and the primarily email-based meeting format will be easy to accommodate in my schedule. I believe I can contribute to the committee some experience in evaluating the suitability of candidates from my work screening volunteers with BGCBIGS.

I look forward to further exploring this opportunity with the committee. Thank you for your consideration,

Kenzie Gordon

DRAFT

Consultation Document

The Doctoral Dissertation – Purpose, Content, Structure, Assessment

This document was written by a working group of the Canadian Association for Graduate Studies* and is intended to promote and facilitate discussion on the doctoral dissertation of the 21st century among those responsible for or undertaking doctoral education. The outcome of these consultations will help inform the development of a series of recommendations by the working group.

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We broadly invite institutions or disciplinary groups to hold consultation discussions on this subject. Please see a Toolkit for Consultation in Appendix C at the end of this document to help with these.

August 30, 2016

*Working group composition:
Susan Porter (co-chair), Dean and Vice Provost, Graduate and Postdoctoral Studies; Clinical Professor, Department of Pathology and Laboratory Medicine, University of British Columbia
Lisa Young (co-chair), Dean and Vice-Provost, Graduate Studies; Professor, Department of Political Science, University of Calgary
Lonnie Aarssen, Professor, Biology Department, Queen's University
Robert Gibbs, Director of Jackman Humanities Institute; Professor, Department of Philosophy, University of Toronto
Raymond Klein, Professor, Department of Psychology, Dalhousie University
Anthony Paré, Professor and Head, Department of Language and Literacy Education, UBC
Anna Ryoo, PhD student, Department of Curriculum and Pedagogy, UBC
Paula Wood-Adams, Dean of Graduate Studies; Professor, Department of Mechanical & Industrial Engineering, Concordia University

Overview

Shifts in the academy and society over the last few decades have led to a world-wide conversation on rethinking educational approaches to the PhD, with a number of recent meetings, conversations, and papers focused on the future of the dissertation in particular (Council of Graduate Schools, 2016; Institute for the Public Life of Arts and Humanities, McGill University, 2013; Modern Language Association of America, 2014; Patton, 2013; Porter & Phelps, 2014; Smith, 2015). While the themes of increased flexibility with regard to format and content are gaining some traction and/or are being encouraged and implemented institutionally (e.g. UBC Public Scholars Initiative, HASTAC Futures Initiative and City University of New York) there has not been a broad attempt to examine the pedagogical or evaluative principles relevant to a potentially changing scope, or to create parameters or best practices that could guide both students and faculty. It is our intent to help fill that gap through this consultative process.

Background

Any conversation about the form of the doctoral dissertation must be situated in the context of a discussion of the purpose, or purposes, of the PhD. Doctoral education has traditionally been viewed as an apprenticeship with a faculty member towards membership in the 'guild' of the professoriate. Given, however, that a minority of current PhD graduates enter the increasingly sparse tenure-track academic job market, that original purpose is insufficient (and, arguably, morally problematic) unless enrolment is drastically reduced.

Graduates make substantial and essential contributions to society in innumerable ways, both within and outside the academy, and the purpose – from a societal perspective – has broadened. Accordingly, there has been an ongoing process of reconsidering the doctoral curriculum and experience to ensure it is relevant to the variety of work graduates will undertake. Several large projects on the subject of doctoral students' preparation for diverse careers (e.g., Higher Education Commission, 2012; Kemp, 1999; Woodrow Wilson Foundation, 2005) have identified some common employer- and student-identified gaps, including limited skills, understanding, and attitudes relevant to non-academic contexts, and a narrowness of doctoral research. Much change has already taken place; most major universities now offer optional, non-credit professional development offerings relevant to non-academic skills, internships

A wealth of research…[suggests] that nearly half of the students who enter humanities doctoral programs nationally leave without a PhD as a result of becoming disenchanted by the narrowness of their intellectual and social experiences..Even students who finish complain about the lack of integrative professional experiences of collaboration, teamwork, and mentoring (Nerad et al. 2004; Aanerud et al. 2006; Ehrenberg et al. 2009). For these students, the disciplinary apprenticeship model that dominates the humanities is a dead end, regardless of whether too many or too few jobs are available in the guilds after the masters have done their work. The problem with the model is that it casually yet ruthlessly prunes any intellectual, educational, and political capacities or aspirations that do not fit the specific academic-professional trajectories normalized in graduate degree programs.

- Bartha & Burgett (2015), p. 39

[A collection of essays commissioned by the Carnegie Initiative on the Doctorate] *converged on a number of trends: a move toward greater interdisciplinarity and interaction with neighboring disciplines; growing commitment to team work…; and greater purposefulness in reaching out to partners and audiences outside of academe in ways that connect academic work with the larger social context. Many of the authors talk as well about…the need for more flexible, integrated conceptions of scholarly work…*

- Walker et al (2008), p. 37

The sin is that people get the impression that going narrow and deep is the essence of the doctorate, but the essence is really trying to be critical and original…We need people who are intellectually adventurous.

- Business leader as quoted in 'The Responsive PhD' (Woodrow Wilson Foundation, 2005)

in non-academic environments are more common, and industrial and practice-based PhDs are increasingly prevalent in some parts of the world. A broadening conception of the core of the PhD program – the research and the dissertation – is beginning to be seen, as is a reconsideration of the sole apprenticeship model.

Attributes important for students' future scholarship are often developed in isolation from the major intellectual work of the student's program, but increasingly, the value of integrating such development within the student's field and/or research is seen as valuable. Integration can occur through coursework, the work leading to a comprehensive exam, experiential opportunities, and the dissertation itself. Only some of these approaches allow assessment of the rigour and effectiveness of the student's work in the context of their scholarly development, however, and only some involve meaningful scholarship.

The dissertation associated with the traditional academic vocational view is inherently conservative; the apprentice's mode of research should resemble that of the supervisor's, and the dissertation should be similar in form and scope to that completed by the supervisor. In most (but not all) cases, it follows that the goal of the dissertation research is to discover or synthesize knowledge in a way that other academics may critique and build upon. It also follows that in some disciplines, the dissertation should take the form of a first draft of a scholarly monograph; in others, the dissertation may take the form of a series of related published or publishable academic journal articles. The primary audience for the dissertation, in this view, is the scholarly community, and the objective and the standard by which the dissertation is judged is that of the scholarly literature.

The work most PhD graduates undertake, whether in or out of the academy, is scholarly, in that word's broadest definition (Walker et al, 2008). In contrast to expected student trajectories in the traditional view, however, graduates' scholarship may differ substantially from that of their supervisor - it may be solely focused on teaching, or involve work that is interdisciplinary, collaborative, application-oriented and/or problem-driven. These forms of scholarship can be said to be encompassed within the same paradigms of scholarship advocated by Ernest Boyer and many others to be given equal value in the academy (see sidebar), as a means of ensuring the university's vitality, worth, and relevance. They are therefore, arguably, legitimate approaches to dissertation research; that is, even in disciplines where these forms of scholarship may be somewhat foreign (or perhaps unrewarded), the dissertation *could* reflect the scholarship of application, engagement, and of teaching and learning, in addition to the traditional modes of discovery and integration[2]. As the approaches, audiences, and

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PARADIGMS OF SCHOLARSHIP[1]

Discovery: original research that 'contributes to the stock of human knowledge'; seeks understanding for its own sake.

Integration: 'disciplined work that seeks to interpret, draw together, and bring new insight to bear on original research'; 'gives meaning to isolated facts', makes 'connections across the disciplines …illuminating data in a revealing way'

Application: 'asks, How can knowledge be responsibility applied to consequential problems' in a dynamic process: 'new intellectual understandings can arise out of the very act of application…theory and practice vitally interact, and one renews the other'

Teaching and Learning (or Sharing Knowledge): scholarly inquiry which advances the practice of transmitting, transforming and extending knowledge

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[1] Categories and quotes from Boyer, 1990. Boyer's original category of 'teaching' was extended in later years to 'teaching and learning', and also to 'sharing knowledge'. The scholarship of engagement is often an additional category, although it can be viewed as any of the forms carried out in a reciprocal partnership between the university and society.

[2] This view is reflected in the Council of Graduate School's policy statement on the purpose of a PhD: 'The Doctor of Philosophy program is designed to prepare a student to become a scholar: that is, to discover, integrate, and apply knowledge, as well as to communicate and disseminate it...' (Council of Graduate Schools, 2005, p. 1)

collaborators may differ in the more applied or pedagogical forms of scholarship, so would the dissertation structure and content. In particular, the scholarly products produced through these diverse forms of scholarship may also extend beyond the typical ones associated with discovery research.

Apart from the doctoral career perspective, other arguments have also been made for a more capacious view of dissertation research. Students themselves have indicated a desire to connect their research to society's challenges (Cherwitz et al, 2003; Jaeger et al, 2014; Phelps, 2013; Walker et al, 2008); engaged or applied research can validate and improve the quality of new knowledge; and collaborative, engaged, and interdisciplinary work is necessary to address the world's most pressing problems. There may also be ethical imperatives in research involving partners (whether communities, institutions, or individual human participants) to disseminate and/or validate findings in modes that differ from the usual academic ones; students need to learn these skills and should arguably be assessed on their merit.

Any view of the purpose of the PhD encompasses the notion that doctoral study must prepare students to carry out rigorous research that makes a significant and original contribution to knowledge, to have a breadth and depth of understanding of their field(s), to have strong critical and analytical thinking abilities, to be able to communicate their research appropriately, and to be able to ask important research questions. The challenge for supervisors, examination committees, and all those involved in graduate education is to find ways to allow (or even encourage) the inclusion of diverse forms of scholarship and scholarly products in the dissertation, while ensuring the rigour of the research.

CHARACTERISTICS OF KNOWLEDGE, ORIGINALITY[3]

New knowledge should:
- contribute to the shared store of knowledge in a general sense
  - generating 'culturally novel apprehensions that are not just novel to the creator or individual observers of an artifact'
  - leading to understandings that are transferable
- be shared
- be testable and/or amenable to criticism

Originality (some suggested qualities):
- contributes to new understanding in topic, in method, in experimental design, in theoretic synthesis, or engagement with conceptual issues
- contains innovation, speculation, imaginative reconstruction, cognitive excitement

The Current State

Content: There are no current universally-accepted definitions of the content or scope of a PhD dissertation, although the following types of descriptors are commonly used: 'product of substantial research and scholarship' (University of Michigan); 'should make an original contribution to knowledge' (Yale University). Many, but not all, universities also indicate that the dissertation should have a unified focus: 'it is expected that a dissertation will have a single topic, however broadly defined, and that all parts of the dissertation will be interrelated' (Yale University); 'All components must be integrated into a cohesive unit...providing a cohesive, unitary focus, documenting a single program of research.' (McGill University).

For traditional forms of scholarship (discovery in particular), faculty have fairly common views of what would be considered 'original', or what constitutes new, meaningful 'knowledge'. For other forms of scholarship, some definitions or characteristics of these and related concepts have been developed (see sidebar).

4

[3] See for example, Scrivener, 2002; Candy, 2006; and Winter et al, 2000

Form: The academic monograph form was the norm throughout much of the history of the modern PhD; it is now common in many disciplines, however, to allow published or draft academic manuscripts to comprise much of the dissertation, usually accompanied by a unified scholarly introduction and conclusion. In some fields, it is increasingly common to include other scholarly products, including digital material (e.g., videos, websites) or creative products (e.g., novels, artwork). Although not yet common, there have also been examples of dissertations composed wholly in non-traditional forms, e.g., as a comic-book (Mulhere, 2015) or novel (Williamson, 2016), or in the Indigenous oral tradition (Hutchinson, 2015).

See Appendix A for other examples of dissertations that are non-traditional either in content and/or form.

Assessment: The types of scholarship where non-traditional products are common, and central to the dissertation work, include practice-based or practice-led research, action research, and creative practice research. These fields have developed some guidelines around the scholarly analysis, or exegesis, that normally accompanies the products. Such analysis has been recommended to include a description of the intended audience, the situating of the product and its processes within a discipline or field, an explanation of its significance and originality, and a narrative of the intellectual processes that led to its creation (Candy, 2006; Winter et al, 2000; Elison and Eatman, 2008).

Since Boyer's delineation of alternative forms of scholarship, and in those disciplines where these alternative forms are common, much work has gone into identifying common standards of rigour to which all forms of scholarship should be held accountable. Very broad conversations across the US in the 1990's (Glassick, 1997) resulted in the set of criteria listed in the sidebar. They continue to be used (with some modification) in the assessment of scholarship for tenure and promotion processes in many institutions.

STANDARDS OF EXCELLENCE FOR ALL FORMS OF SCHOLARSHIP

Clear goals
- The scholar states the purposes of the work clearly, defines objectives that are realistic and achievable, and identifies important questions.

Adequate Preparation
- The scholar demonstrates an understanding of the relevant existing scholarship, and brings the necessary skills and resources to the work.

Appropriate Methods
- The scholar uses methods appropriate to the goals, applies them effectively, and modifies procedures in response to changing circumstances.

Significant Results
- The scholar achieves the goals. The work adds consequentially to the field and opens up additional areas for further exploration.

Effective Presentation
- The scholar uses a suitable style and effective organization to present the work, and uses appropriate forums for communicating work to its intended audiences. The message is presented with clarity and integrity.

Reflective Critique
- The scholar critically evaluates his/her own work, brings an appropriate breadth of evidence to the critique, and uses evaluation to improve the quality of future work.

Questions for Discussion

Section I: Dissertation Content

A. Must/should the dissertation represent a unified program of research, or is it acceptable to include loosely related but separate studies? How does the intellectual development stemming from an exploration of a single subject compare with that of several loosely related or unrelated subjects?

B. What are the acceptable forms of scholarship in a dissertation? E.g. Is it acceptable in the humanities or basic sciences to investigate the application of knowledge, or the identification of new knowledge in a non-academic setting? To engage the public around a text (humanities) or policy? Is it acceptable to focus on the scholarship of teaching and learning in a non-Education discipline?

C. How should the boundaries of acceptable scholarship be determined? Are there identifiable criteria for making the determination? If so, what are they?

D. Who should determine these boundaries? Is this the domain of a central university authority (Senate, Faculty of Graduate Studies), the disciplinary group offering the graduate program? The supervisory committee?

Section II: Dissertation Form

A. What, other than traditional scholarly text, can be included in a dissertation? Should/could creative works (art, film), lay communication materials, policy papers, websites, syllabi, museum curation material, consulting reports, business plans or other elements be included and assessed as integral parts of the dissertation?

B. When non-traditional elements are included, do they need to be placed within a scholarly context? Is a critical analysis and/or interpretation required?

C. How should the boundaries of what is acceptable for inclusion be determined? Are there identifiable criteria for making the determination? If so, what are they?

D. Who should determine these boundaries? Is this the domain of a central university authority (Senate, Faculty of Graduate Studies), the disciplinary group offering the graduate program? The supervisory committee?

Section III: Dissertation Evaluation

A. What policies or practices should be in place to ensure quality and rigor? Should all work be assessed by those with appropriate expertise, if that means including practitioners without a PhD, or scholars from other disciplines on the supervisory and/or examination committee?

B. What standards should be used to assess the quality and rigor of non-traditional forms of scholarship and associated elements of the dissertation? Do the Glassick criteria (p. 5) address the main aspects?

C. Who should determine the standards and policies? Is this the domain of a central university authority (Senate, Faculty of Graduate Studies), the disciplinary group offering the graduate program? The supervisory committee?

Section IV: Concerns, Barriers, Opportunities, and Recommendations

A. What are your primary concerns about increased flexibility in doctoral dissertations? (see Appendix B for frequently cited concerns)

B. If you are generally supportive of the trend towards increased flexibility, what do you feel are the major barriers to enabling that to happen? What means might you suggest to reduce those barriers; what are potential opportunities to help facilitate the trend? What recommendations in particular would you make?

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Appendices

A - Examples

Non-traditional format/style of a dissertation; novel methodology (Educational Studies):

Hussey, Charlotte (1999). *Of swans, the wind and H.D. : An epistolary portrait of the poetic process.* McGill University.

Hilda Doolittle (1886-1961), the American poet known as H.D., was a key figure in and founding member of the Imagist Movement, along with poets Ezra Pound and Richard Aldington. She was a prolific poet, and wrote extensively *about* poetry, as well. Charlotte Hussey, a Montreal-based poet, wrote this dissertation about the process of composing poetry by using herself as the unit of analysis and by analyzing and interpreting that process in H.D.'s Imagist framework.

What makes the dissertation unusual is its structure as a set of letters between Hussey and H.D., whose letters were written by Hussey based on Doolittle's theories about poetry and the poetic imagination. In her own letters, Hussey sent draft poems to H.D., explaining their origins in memory, dream, and imagination, and H.D.'s responses drew on her own poetry, her theories of poetics, and the work of Pound and other Imagists. Occasionally, Hussey introduces "Dear Reader" letters, which offer a form of meta-analysis of the whole project.

In a very real sense, the dissertation reports on an experiment that blends the analytic with the poetic, the rhetorical with the literary. Though based deeply in scholarly texts, it is also suffused with poetry, and the resulting text traces the creative process from seed to flower.

Charolotte is currently a poet, creativity coach, and college/university lecturer in writing and literature.

Applied scholarship in a field normally dominated by discovery research (Pathology):

Jennifer Won (2015) *Clinical performance of diagnostic, prognostic and predictive immunohistochemical biomarkers for hormone receptor-negative breast cancer*. UBC. This dissertation starts with the development of a set of biomarkers that are unique to an aggressive form of cancer that is currently poorly diagnosed (and therefore suboptimally treated). Rather than doing further studies on the biology of the cancer, Jennifer chose to conduct a study more aligned with her career goals: she partnered with a starting non-profit group to assess whether Canadian hospital labs were able to use these biomarkers correctly in real life settings. She found the laboratories were not able to use the original markers consistently, so she tried a simpler, second set which was more successful. She continued to work with the labs to to assist with technical problems, and generally to raise awareness about the issue.

Although the content was unusual in her disciplinary context, the format of Jennifer's dissertation was traditional, as she described the applied work in a scholarly framework with relevant background and analysis. Scholarly products that were critical to her methodology and to the success of the project, but which were not incorporated into the dissertation or assessed directly, included correspondence with and reports to the labs, other communications and press releases (to raise awareness), as well as a business plan for the non-profit. Jennifer would have appreciated their inclusion in the dissertation, to have them acknowledged and to benefit from feedback on them.

While completing her degree, Jennifer was hired as the first scientific director of the organization.

The scholarship of teaching and learning in a field dominated by discovery research (Zoology):

Laura Melissa Guzman's dissertation research in Zoology (UBC) is primarily focused on the ecology of bromeliads. As part of her research, she has become very adept at statistical computing. As a TA in a 4th year Ecological Methodology course, Melissa noted along with the instructor several deficiencies in the way statistics was taught, and together they created and implemented a revised curriculum that took into account cognitive load theory and associated designs and procedures. Melissa will conduct an analysis of student learning of the revised curriculum, and based on the results, will design and assess a fuller curriculum for that and an additional course. The work should be transferrable to many subjects and contexts, and is planned to be written and published as a scholarly paper and included as a chapter in her dissertation.

Non-traditional format of dissertation; the scholarship of engagement in a field dominated by the scholarship of discovery and integration (English):

Amanda Visconti (2015) "How can you love a work if you don't know it?': Critical code and design toward participatory digital editions. University of Maryland. This digital humanities dissertation is focused on an interactive (participatory) website on James Joyce's *Ulysses* called *Infinite Ulysses.* Amanda designed and coded the website, conducted user testing, and analyzed usage data. The fully online dissertation consists of the abstract; a link to the *Infinite Ulysses* website; a 123 page 'whitepaper' that describes and analyzes the work, and synthesizes and adds to scholarly thinking on the public humanities; a set of research blog posts, a public repository of design and code; a description of the methodology; and acknowledgements.

The dissertation won the University of Maryland's Distinguished Dissertation Prize. Amanda is currently an Assistant Professor at Purdue University.

Non-traditional/creative format of dissertation (Visual Art and Education);

Marta Madrid-Manrique. (2014). Creating audiovisual participatory narratives: A/r/tography and inclusivity. University of Granada, Spain. This dissertation research investigates the use of participatory art to address educational problems, and in particular to assess whether such engagement enhances a sense of inclusivity among those with diverse experiences including disabilities, different cultures and languages, and social difficulties.

The overall structure of the dissertation was traditional, and included an abstract, a theoretical framework, a description of the research methodology and results, and an interpretation and conclusion. The format was highly unusual, however: It was published online in three volumes similar to a graphic novel trilogy, it incorporated many forms of visual data (including photos and watercolour illustrations) and was in part presented in the forms of a comic book, graphic novel, and story book. These forms were in themselves a research experiment, to assess mechanisms to convey research findings in a manner that preserved anonymity and confidentiality and which enrich academic narratives with graphic allegories.

Marta is a graphic artist, and teaches in postsecondary institutions.

B - Concerns and Responses to Diversifying Doctoral Scholarship and Dissertations

Concern	Responses
Students won't get academic jobs / academic jobs are what most students want / academic placement is a positive metric for program quality	- This is not for everyone; it's about what's acceptable for those who desire it – students should be fully aware of the purpose and potential risks of non-traditional scholarship - Many students don't want academic jobs - The academy is changing in many fields, with non-traditional scholarship becoming more common - Non-traditional scholarship includes teaching – incorporation of teaching scholarship into the dissertation may make candidates more competitive in higher education - One has to start somewhere or it will never change - Non-academic careers are increasingly not viewed as second-class; quite the contrary for many outcomes
In some fields, the issue is really just political – we need more tenure-track faculty; the PhD should still be oriented to that end	- It's unlikely a significant change will occur, at least not to the point where all PhD graduates would get tenure-track positions - PhD graduates do contribute meaningfully in the teaching or non-academic world
Faculty need the labour on discovery research projects; non-traditional scholarship potentially devalues and may reduce the prevalence of basic research	- Non-traditional or applied scholarship is not for everyone - Discovery research can be extended, improved, and validated through application or knowledge exchange - Granting agencies are increasingly interested in impact - It is arguably an ethical issue if students' needs are not taken into account; the university is in the business of education
This is diluting the PhD - ie, this does not represent rigorous 'real' research; the products are not suitable	- Each realm of scholarship can (and must be) rigorous, with standard criteria for assessment - Students' intellectual development can be made significantly richer through employing different approaches, disciplinary lenses, etc
If they get an academic job, they won't be able to transform their dissertation to a book (humanities)	- Academic publishing is in major shift – it is not a given that a monograph will translate to book
External examiners won't approve non-traditional dissertations	- There is a need to change culture, and make a legitimate case
We should be encouraging the development of professional doctorates rather than applied	- That is relevant for some sectors, but not all - The varied forms of scholarship are worthy of

PhDs	highest degree
Faculty don't know how to mentor alternative forms	- Should include external professionals/scholars as mentors, on committees, examiners
Applied research 'sells out' to the world's values	- Collaboration can influence the world's values and elicit positive change.
It's not necessary to re-envision the dissertation – just provide professional skills training	- Those can be good and necessary, but: didactic training is often decontextualized, doesn't necessary allow development of intellectual breadth, attitudes, insight, understanding relative to context and core intellectual development - Internships etc are often outside of intellectual area, and are not assessed or valued as part of degree - Rigorous, non-traditional scholarship can improve the quality of knowledge, and make an impact in the world
We shouldn't admit students who don't want academic track	- That would exclude the majority in most disciplines - Incoming students don't often know what they want as a career path - PhD graduates contribute substantially to society in many ways
Students won't get scholarship funding if student's research is non-traditional	- Funding agencies are very interested in impact; research still has to be rigorous
Promotion and tenure have not caught up – faculty don't get credit for non-traditional scholarship	- It is changing (slowly), and should be addressed in parallel - It is important work of the university

C – Toolkit for Consultation

This Consultation Document is intended to form the basis for conversations about the future of the dissertation at Canadian universities. Any organization or group, including Faculties/Schools of Graduate Studies, graduate programs, graduate students' organizations or disciplinary associations, are invited to host conversations about the future of the dissertation, using the Consultation Document as a basis. If you are interested in leading a discussion, please let Sally Rutherford in CAGS know [], and if you are at the same university or general location as one of the task force members, please coordinate with them.

The task force has no set guidelines for the format or make-up of the consultation meetings. We believe that both disciplinary and multi-disciplinary meetings are helpful; and the presence of students is encouraged. There may also be benefit in holding student-only or faculty-only discussions. If there is an opportunity to collaborate with another institution in the same geographic area, that is encouraged. When organizing the consultation, please consider the following:

- Please let Sally Rutherford (phd-doctorat@cags.ca) know in advance if you wish to lead a discussion.
- Consider who is to be invited to the consultation - Faculty? Students? Other interested parties?

- Please distribute the Consultation Paper to participants in advance. Is there any other material that is relevant for your group that should also be distributed?
- If the group is fairly large (more than 10-15), we recommend incorporating smaller break-out sessions, with the smaller groups reporting back to the larger group.
- Identify one individual to chair the session, and leads for each small group.
- Identify individuals to serve as note-takers for each small group, and one for the larger group.
- We recommend that you set aside at least 2 hours for the discussion

Holding the Consultation

- To start the conversation, it would be helpful to give a short presentation outlining the issues
- It may also be helpful to have a general discussion about the ideas before addressing the individual questions. As much as possible, however, we would appreciate that the specific questions be addressed during the consultation.
- Before any break-out sessions, consider asking participants to make notes on their perspective
- Be sure that note takers provide summaries of the discussions to the lead
- You are welcome to record the sessions, and to submit the recordings to Sally Rutherford (phd-doctorat@cags.ca) for transcription and/or summary.

Reporting Back

- Please submit your notes and/or recording to Sally Rutherford (phd-doctorat@cags.ca) with a description of the consultation group.

The report summarizing these findings with recommendations going forward will be made broadly available in 2017.

GSA President
Report to GSA Council for the February 27, 2017 Meeting

To: GSA Council
From: Sarah Ficko
Date: February 24, 2017

Dear Councillor Friends and Colleagues,

I hope everyone had a chance to take a bit of break on Family Day and/or over Reading Week. It's hard to believe February is almost over already! This month I'm going to test out organizing my report under the theme headings from our Board Strategic Work Plan.

Advocate

Funding Review
As I reported on last month and on several other occasions, lack of consistent, predictable, and equitable funding is a big issue amongst graduate students. Without predictable or sufficient funding, graduate students are often unable to focus on their studies as they are worried about how they will afford to feed and house themselves and often their partners and families. This month, our Board approved a briefing note that we will begin handing out to senior administration requesting a review of graduate student funding across campus. As the University is quite decentralized, we need a better understanding of the sources of money and how they are allocated to effectively advocate for more equitable funding, and sustainable funding packages for graduate students across campus.

Questions to ask before starting grad school
A few years ago, a friend of mine asked for ideas on questions to ask a potential supervisor. This year, I decided to use those ideas as the starting point to develop a document that can be used by prospective students considering starting a graduate program. It is currently broken down into four sections i) Self-Assessment (eg reasons why I want to attend grad school), ii) General questions about the University/Department, iii) Questions for a potential supervisor, and iv) Questions to ask other students of that supervisor. The GSA Board will be reviewing the document next week and then we'll aim to bring it to the March Council meeting for further discussion. It will also go to the FGSR Council in April for discussion, before hopefully being made available to potential students.

Engage

ab-GPAC (Alberta Graduate Provincial Advocacy Council) Update
On February 1, Jaime (ab-GPAC Treasurer), Nicole (ab-GPAC's new Executive Director), and I attended an all-day roundtable session with the government, other student leaders, and representatives from various university administrations to discussing Student Aid policies in Alberta. It was important to have grad students involved in the discussion, as 'student' issues often end up targeting more undergrad than grad student needs, despite having quite different demographics and financial needs. The meeting focused on how resources are currently allocated in the province (eg awards, grants, tax credits), as well as the student loan program. While the government would prefer to use student loans to increase accessibility to post-secondary education, ab-GPAC's position is that loans do not increase the equity of the system. In particular, graduate students are less likely to choose more debt when deciding whether to go back to school, as was indicated in the tuition survey from December 2016.

Following up on that meeting, ab-GPAC submitted a response to the government on the provincial funding review. The main recommendation was that specific and dedicated funding should be allocated to research-intensive universities to support graduate students, rather than resources being allocated based on total student head count.

Next month, the ab-GPAC Board of Directors will be meeting with the Minister of Advanced Education on March 21 to discuss issues and areas of concern specifically affecting graduate students. In addition, now that ab-GPAC has an Executive Director, the website should hopefully be updated in the near future with past documents and position papers.

Support

Student Homelessness
Last year, one of the Community Social Workers raised the issue of student homelessness with me. While it does not directly affect a large number of students (~15-30 per year), a number of other students are also living in precarious situations (eg couch surfing). In general, student homelessness is a very serious issue which has not been adequately discussed on campus with appropriate solutions put in place. After highlighting this in our Board Strategic Work Plan, Courtney and I met with representatives from the Community Social Workers team, Aboriginal Student Services Centre, University Health Centre, Residence Life, and the Dean of Students office to begin a discussion on how to better support students facing issues of homelessness. A few of the key issues that were raised were how indigenous and international students are often at particular risk of not having safe and secure housing, that short term (2 week) safe housing does exist, but it is often not sufficient (often takes 1-2 months or more to re-establish), and that homelessness intersects with many other issues impacting students including food security, and student parents' access to daycare. The group will be meeting again in a few weeks, and if you have ideas, suggestions, or experiences to share, please feel free to email me directly.

Sustain

Mental Health and Wellness
Winter months can be more challenging to maintain a healthy body and mind, particularly during busy times with midterms, assignments, and projects. On January 26, I was pleased to speak at the opening of the new Prayer and Meditation Space in HUB. Lack of space for prayer and meditation was brought to the GSA's attention as far back as 2012. Spiritual beliefs and practices play an important role in many students' mental health, and overall wellbeing, and opportunities for spiritual reflection and development can positively impact academic outcomes by relieving stress, giving time for reflection, and providing a break in an otherwise hectic and stressful day. The GSA worked closely with the Students' Union, the Interfaith Chaplains' Association, various faith-based student groups, the Provost, the Dean of Students, the University Architect and the Vice-President (Facilities and Operations) for a number of years to ensure that this new space became a reality. I encourage everyone to visit the beautiful new space, and/or book a room using the link here.

I'm very pleased that the GSA (with support from the Dean of Students) was able to offer the Inquiring Minds program to a number of grad students and health care providers on January 27. It was the first time the program had been offered to grad students, and overall, everyone was pleased with the message normalizing mental health and illnesses, the use of real students discussing their experiences and challenges, and the time and opportunity for discussion amongst participants about how our behaviours and decisions affect our mental health. In future, the University is investigating the possibility of having a Train the Trainers Inquiring Minds session for health care providers on campus who can continue to offer the program across campus!

On February 9, the GSA hosted the Winter Chill Out event, with a theme of fun and relaxation! Approximately 50 grad students played an entertaining game of Bingle (mingling bingo) with other students and members of Senate, and FGSR, and also enjoyed refreshments and other board games. Everyone left smiling and well fed! I hope everyone had as much fun as I did ☺.

Input needed on Graduate Student Mental Health

On March 1, the Dean of FGSR and Dean of Students will be presenting on grad student mental health to the Board of Governors Safety, Health, and Environment Committee (BSHEC). I will also be in attendance as I sit on this committee, and in preparation for the meeting, I would like to have more input from other graduate students on this topic. As such, I want to try something new, so I've set up a MQlicker account to collect feedback. To answer the questions below anonymously, please go to https://respond.cc and enter the session key 207385. For any question you do not wish to submit a reply, please enter No Comment or N/A.

i) What does good mental health look like to you?
ii) What do you feel, personally or through observation, are the biggest challenges to mental health for graduate students at the U of A?
iii) Have you used any mental health resources during your time as a graduate student and if so, what were they?
iv) How can the University better support good mental health for you and other grad students on campus?

The questions will be open until noon on Tuesday, and feel free to pass this on to other graduate students in your department over the weekend to also submit their feedback!

Resources
As always, a list of other mental health resources is available on our website at
http://www.gsa.ualberta.ca/Services/MentalHealth.aspx or through the university at
https://www.ualberta.ca/current-students/wellness/mental-health.

On an interesting side note, Inside Higher Ed recently posted an article about the importance of downtime as
a grad student! https://www.insidehighered.com/blogs/gradhacker/all-work-and-no-play-makes-dull-grad-student.

Upcoming Activities and Events
This semester has lots on the go! I've included a list of dates with some upcoming activities below.

February
- February 27 – GSA General Election forum (watch the GSA newsletter for details)
- February 27 – GSA Council
- February 28-March 2 – voting period for the GSA General Election and U-Pass Referendum

March
- February 28-March 2 – voting period for the GSA General Election and U-Pass Referendum
- March 20 – GSA Council
- March 23 – GSA Coffee Break, Triffo Hall, 2-3 pm
  March 24 – GSA Awards Night

April
- April 11 – FGSR Graduate Teaching Award Event
- April 13 – Tentative GSA event - Let Go Of Your Mind - improv style event (watch or participate, and then mix and mingle with fellow grads)
- April 13 – 3 Minute Thesis Finals
  April 24 – GSA Council
  April 24 – GSA Coffee Break, Triffo Hall, 1-2 pm

*Lots of other events, workshops, and speakers can be found at https://www.ualberta.ca/events.

Warmest regards,

Sarah
GSA President

Please find below a list of meetings I attended between January 23, 2017 and February 27, 2017. The meetings were accurate at the time of printing.

January 24	Lunch meeting with Heather Zwicker, Interim Vice-Provost and Dean, Faculty of Graduate Studies and Research (FGSR)
January 24	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Funding Consultation Meeting
January 25	GSA Budget and Finance Committee (GSA BFC)
January 26	Equity Diversity Inclusion (EDI) Meeting
January 26	Multi-Faith Prayer and Meditation Space Opening Ceremony
January 26	Faculty of Graduate Studies and Research (FGSR) Professional Development Advisory Board
January 27	Inquiring Minds Workshop
January 30	General Faculties Council (GFC)
January 30	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board of Directors Meeting
January 31	Resident Life Task Force (RTLF) Meeting
February 1	Alberta Student Aid Stakeholder Dialogue Session
February 2	Meeting with the Students' Union
February 2	Board of Governors (BoG) Dinner
February 3	University Governance Budget Briefing
February 3	Board Human Resources and Compensation Committee Briefing (BHRCC)
February 3	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee
February 7	Childcare Coalition Meeting
February 8	Mandatory Non-Instructional Fee (MNIF) Oversight Committee
February 8	Faculty of Graduate Studies and Research (FGSR) Council
February 9	Student Homelessness Discussion
February 9	GSA Winter Chill Out Event
February 10	PAW Strategic Operating Committee (PAWSOC) Meeting
February 14	Meeting with Office of the Provost
February 15	Inquiring Minds Meeting
February 15	GFC Academic Planning Committee (GFC APC)
February 16	Meeting with Heather Zwicker, Interim Vice-Provost and Dean, Faculty of Graduate Studies and Research (FGSR)
February 17	Meeting with Andre Costopoulos, Dean of Students
February 21	Resident Life Task Force (RLTF) Meeting
February 27	Board University Relations Committee (BURC) Luncheon
February 27	Board University Relations Committee (BURC)
February 27	Board Learning and Discovery Committee (BLDC)

GSA Board
Report to GSA Council for the February 27, 2017 Meeting

To: GSA Council
From: Courtney Thomas, Executive Director and Coordinator of the GSA Board; Heather Hogg, Director of Operations; Julie Tanguay,
         Associate Director; and Lisa Hareuther, Assistant Director
Date: February 24, 2017

The GSA Board (GSAB) reports regularly to GSA Council by listing its agenda items, Motions/agreements, and main items of discussion. Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. Open session Minutes are available upon request. The President, Vice-Presidents, Director of Operations, Associate Director, and I will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 20 (Executive Director's Report to GSA Council) on pages 20.1-20.5.

25 January 2017 GSA Board Meeting
Main Agenda Items:
Campus Food Bank Statistics; Actual Expenses for Attendance at the Canadian Association of Graduate Studies (CAGS); United Way Committee Terms of Reference; and Residence Association Fee Collection.

Motions and Agreements:
MOTION: The GSA Board is asked to **REVIEW AND RECEIVE FOR INFORMATION** the attached summary of actual expenses incurred through attendance at the Canadian Association Graduate Studies (CAGS) annual conference, November 2-4, 2016 in Toronto, ON. SF **MOVED**. FK Seconded. **CARRIED**.
Members **AGREED** to move in **CLOSED SESSION**
Members discussed the **Meeting with Studentcare**
Members **AGREED** to move out of **CLOSED SESSION**

1 February 2017 GSA Board Meeting
Main Agenda Items:
Meeting Reports

Motions and Agreements:
No motions at this time

8 February 2017 GSA Board Meeting
Main Agenda Items:
Annual Operating and Capital Budget (2017-2018) and Restricted and Other Funding Budget (2017-2018); Annual Operating and Capital Three-Year Budget/Business Plan (2017-2020); Restricted and Other Funding Three-Year Budget/Business Plan (2017-2020); GSA 2016-2017 Budget and Expenditure (Quarterly) Report; Student Advisors' Conference Request for External Grant; "The Doctoral Dissertation – Purpose, Content, Structure, Assessment" document; and GSA Proposal for a Review of Tuition and Funding.

Motions and Agreements:
MOTION: That the GSA Board make its own **RECOMMENDATION TO GSA COUNCIL THAT IT APPROVE**, having been unanimously recommended by the GSA BFC, the Annual Operating and Capital Budget (2017-2018) (found on pages 3.5 to 3.13 in the attached material in the "2017-2018 Budget for Approval" column bordered in red on each page) and the Restricted and Other Funding Budget (2017-2018) (found on page 3.27 in the attached material in the "2017-2018 Budget for Approval" column bordered in red). SF **MOVED**. MK Seconded. **CARRIED**.
MOTION: That the GSA Board **RECOMMEND TO GSA COUNCIL TO RECEIVE FOR INFORMATION**, having been reviewed and advised upon by the GSA BFC, the Annual Operating and Capital Three-Year Budget/Business Plan (2017-2020) and Restricted and Other Funding Three-Year Budget/Business Plan (2017-2020) (pages 3.5 to 3.13 and 3.27 in the attached material). SF **MOVED**. MK Seconded. **CARRIED**.
That the GSA Board **RECEIVE FOR INFORMATION AND FORWARD TO GSA COUNCIL (FOR INFORMATION)** the GSA 2016-2017 Budget and Expenditure (Quarterly) Report. SF **MOVED**. MK Seconded. **CARRIED**.
MOTION: That the GSA Board **APPROVE** an external grant of $300 for the 2017 Student Advisors' Conference, as requested in the attached letter from Brent Epperson, Graduate Ombudsperson. SF **MOVED**. MK Seconded. **CARRIED**.

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15 February 2017 GSA Board Meeting

Main Agenda Items:

Designation of Executive Vice-President and Line of Succession for Acting President and Line of Succession for Chair of the GSA Board: Proposed Changes to GSA Board Policy; GSA President's Citation 2017 Proposed Recipients; and GSA Council Discussion of "The Doctoral Dissertation.- Purpose, Content, Structure, Assessment."

Motions and Agreements:

Members **AGREED** to approve the Agenda of February 15, 2017, which had been previously distributed, after adding the GFC NoC meeting to the VP Academic's list of meetings to report on. SF **MOVED**. MK Seconded. **CARRIED**.

MOTION: That the GSA Board **APPROVE** the proposed changes to GSA Board Policy (Designation of Executive Vice-President and Line of Succession for Acting President and Line of Succession for Chair of the GSA Board) noted in the attached proposal and with the changes to take effect immediately. SF **MOVED**. MK Seconded. **CARRIED**.

Members **AGREED** to move in **CLOSED SESSION.**

Members discussed the **GSA President's Citation: 2017 Proposed Recipients.**

Members **AGREED** to move out of **CLOSED SESSION**.

MOTION: That the GSA Board **APPROVE** the awarding of a GSA President's Citation to Ellen Schoeck, Roy Coulthard, and Allen Snart. SF **MOVED**. MK Seconded. **CARRIED**.

Members **AGREED** to move in **CLOSED SESSION.**

Members discussed the **Meeting with a Graduate Students**.

Members **AGREED** to move out of **CLOSED SESSION.**

SvK asked "Pronoun (She, Her)" or "Pronoun (He, Him)" could be added to the DEO's signatures and members **AGREED** to do so.

22 February 2017 GSA Board Meeting

Main Agenda Items:

GSA Academically-Related Graduate Student Group Awards: Proposed Changes to GSA Policy, GSA Grant Application Policy and Information; TD Insurance Meloche Monnex Semi-Annual Report for the Period Ending December 31, 2016; Health Week 2017: Request for an External Grant from Health and Mental Wellness Movements; and Discussion on Graduate Student Mental Health at the Board Safety, Health and Environment Committee (BSHEC).

Motions and Agreements:

Members **AGREED** to approve the Agenda of February 22, 2017, which had been previously distributed, after adding the GFC Replenishment Committee to the VP Academic's list of meetings to report on. SF **MOVED**. AT Seconded. **CARRIED**.

Members **AGREED** to defer voting to approve changes to the GSA Policy on Academically-Related Graduate Student Group Awards after the above edits were added.

MOTION: That the GSA Board **RECEIVE FOR INFORMATION** the attached semi-annual participation report, as provided by TD Meloche Monnex Insurance. SF **MOVED**. MK Seconded. **CARRIED**.

MOTION: That the GSA Board **APPROVE** an external grant of $425 for Health Week 2017, as requested by the Movement for Health and Wellness. **SF MOVED.** MK seconded. Motion **PASSED** unanimously.

Members **AGREED** to move in **CLOSED SESSION.**

Members discussed **SF's meeting with H Zwicker.**

Members **AGREED** to move out of **CLOSED SESSION.**

GSA Budget and Finance Committee
Report to GSA Council for the February 27, 2017 Meeting

To: GSA Council
From: Sarah Ficko
Date: February 24, 2017

Dear GSA Council Colleagues,

On January 25 the GSA Budget and Finance Committee (GSA BFC) met to review and advise on the GSA's three-year budget/business plan, to recommend the GSA's 2017-2018 budget to GSA Council, and to review the most recent quarterly financial report. The committee had an engaging discussion concerning these matters and they are now before GSA Council for your consideration – you can find more information in the cover letters associated with these items.

I am happy to answer any questions.

Sincerely,
Sarah Ficko, GSA President and Chair of the GSA BFC

GSA Governance Committee (GSA GC)
Report to GSA Council for the February 27, 2017 Meeting

To: GSA Council
From: Sarah Ficko
Date: February 24, 2017

Dear Council Colleagues,

At the February 15, 2017 meeting of the GSA Board (GSAB), members voted to approve changes to GSA Board Policy (Line of Succession for Chair of the GSA Board). These GSAB approved changes address inconsistencies with respect to the process by which the line of succession for the Chair of the GSA Board and the line of succession for Acting President are determined.

As this section from GSA Board Policy was currently included in GSA Policy, GSA Policy required a factual change to align it with the change described above. The GSA Governance Committee approved this editorial change, via email, on February 23, 2017.

Sincerely,
Sarah Ficko, GSA President and Chair, GSA Governance Committee

GSA Nominating Committee
Report to GSA Council for the February 27, 2017 Meeting

To: GSA Council
From: Radim Barta
Date: February 24, 2017

Dear Council Colleagues,

The report from the GSA Nominating Committee (GSA NoC) this month is a summary of discussions/decisions the GSA NoC has made since its last report, together with a list of all vacancies filled and those which will be filled shortly.

GSA Policy governing the GSA NoC is located in GSA Bylaw and Policy, Section E: Nominating. As provided for in its Terms of Reference, the GSA NoC has been conducting business via e-mail.

Sincerely,

Radim Barta, Chair, GSA NoC

GSA Standing Committees

1)   GSA Appeals and Complaints Board (GSA ACB) (4 Graduate Student Positions)
In the February 3, 2017 GSA newsletter, the GSA NoC advertised for four (4) vacant positions on the GSA ACB. The deadline to receive nominations was February 13, 2017 and one (1) nomination was received. The nominee was then interviewed by GSA NoC Chair Radim Barta and GSA NoC Vice-Chair Antonio Bruni, both of whom have been trained in procedural fairness by the GSA and have a record of demonstrating impartiality through their work on the GSA NoC. GSA Executive Director Courtney Thomas was also present. During the interview, the nominee was asked a series of questions aimed at assessing their awareness of the basic tenets of procedural fairness and their ability to adjudicate potential cases in accord with those tenets (note as well that all individuals elected to the GSA ACB will receive training in procedural fairness). Following this interview and ensuing discussion, the GSA NoC agreed to forward the one (1) nominee to GSA Council with the call for additional nominations.

The call for additional nominations was emailed to GSA Council on February 16, 2017. The deadline to receive additional nominations was February 22, 2017 at 12:00 PM (noon) and no additional nominations were received. There will be a paper ballot vote. **See item 8a – Nominees for the GSA ACB.**

2)   GSA Nominating Committee (GSA NoC) (1 Graduate Student Positions)
In the February 3, 2017 GSA newsletter, the GSA Executive Director and Speaker advertised for one (1) vacant position on the GSA NoC. The deadline to receive nominations was February 15, 2017 and two (2) nominations were received. A call for additional nominations was emailed to GSA Council on February 16, 2017. The deadline to receive additional nominations was February 22, 2017 at 12:00 PM and no additional nominations were received. There will be a paper ballot vote. **See item 8b – Nominees for the GSA NoC.**

Bodies External to the GSA

GSA Council has delegated to the GSA NoC the responsibility of filling positions on all committees external to the GSA. Normally, all vacancies are advertised. According to GSA Policy, "advertising may be waived in instances where, in the GSA NoC's view, it is urgent to fill a vacancy" (GSA Bylaw and Policy, Section E: Nominating, GSA Policy, Nominating, Section E.POL.5.2).

1) **Images of Research (IOR) Adjudication Panel (1 Arts/Social Sciences Graduate Student Position and 1 Science/Health Sciences Graduate Student Position)**

These vacancies were advertised in the January 13, 2017 GSA Newsletter with a nomination deadline of January 20, 2017. One (1) nomination was received and **Aryan Karimi (Sociology)** was elected to serve as the Arts/Social Sciences Graduate Student on the Images of Research Adjudication Panel. The GSA NoC then led a directed search, which yielded two (2) nominations. **Emily Durkin (Biological Sciences)** was elected to serve as the Science/Health Sciences Graduate Student on the Images of Research Adjudication Panel.

2) **Equity, Diversity, Inclusion (EDI) Awards Adjudication Committee (1 Graduate Student Position)**

Notice of this vacancy and the vacancy on the RACE Project Steering Committee was communicated to GSA President Sarah Ficko in early January. Due to the condensed timeline and the nature of the position, GSA NoC approved the waiving of this advertisement and selected **Masoud Khademi (Civil and Environmental Engineering)** to serve on the EDI Awards Adjudication Committee.

3) **Understanding Race in the Academy (RACE) Project Steering Committee (1 Graduate Student Position)**

Notice of this vacancy and the vacancy on the EDI Awards Adjudication Committee was communicated to GSA President Sarah Ficko in early January. Due to the condensed timeline and the nature of the position, GSA NoC approved the waiving of this advertisement and selected **Masoud Khademi (Civil and Environmental Engineering)** to serve on the RACE Project Steering Committee.

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Current Vacancies

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As noted above, there are currently a number of remaining vacancies on the GSA ACB. These vacancies will be advertised again in March 2017.

1) **Sexual Assault Response Implementation Committee (SARIC) "Assessment" Subcommittee (1 Graduate Student Position)**

This position will be advertised in the GSA Newsletter on February 24, 2017 and March 3, 2017. The deadline to receive nominations is Monday, March 6, 2017 at 12:00 PM (noon).

2) **Festival of Teaching Steering Committee (1 Graduate Student Position)**

This position will be advertised in the GSA Newsletter on February 24, 2017 and March 3, 2017. The deadline to receive nominations is Monday, March 6, 2017 at 12:00 PM (noon).

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Addendum – Recent In-Person Meeting of the GSA NoC

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On January 30, 2017, members of the GSA NoC met the newest member of the committee, Obunikem Eziuzo, who was elected at the January 23, 3017 meeting of GSA Council. Over the course of the meeting, they provided him with context on the work of the GSA NoC, explained some procedures, and indicated relevant sections of the GSA Bylaw and Policy.

GSA VP Academic
Report to GSA Council for the February 27, 2017 Meeting

To: GSA Council
From: Firouz Khodayari
Date: February 24, 2017

Dear Council Colleagues,

I hope everyone is having a good time during the reading week, either relaxing or having some winter activities. As Vice-President Academic, I have attended several meetings and been involved various discussions over the last month, of which I will share the highlights with you in this report.

Faculty of Graduate Studies Research Policy Review Committee

One of the discussions which I am currently involved in is the review of the Exam Policy. This committee is reviewing policies on the defense exams for both Masters and PhD students, and the policy on the candidacy exams for PhD students. The focus is mainly on the structure, size, and composition of the examining committees (including the chair's role, examiners, and arm's length examiners). We are also looking at the policies defining 'pass', 'conditional pass', and 'fail' in candidacy exams, and 'pass' or 'pass subject to revisions' for final doctoral examinations. Please share your thoughts and personal experiences (if you have any) with me so I can pass your concerns on to the committee while we are reviewing these policies.

I am happy to answer any questions or comments that you might have regarding this report. Also, I would be more than happy if you would like to share your suggestions or concerns regarding any academic related issues you have encountered at the university.

Thanks,

Firouz Khodayari, GSA Vice-President Academic

Please find below a list of meetings I attended between January 23, 2017 and February 27, 2017. The meetings were accurate at the time of printing.

January 24	Faculty of Graduate Studies and Research (FGSR) Policy Review Committee Meeting
January 25	General Faculties Council Committee on the Learning Environment (GFC CLE)
January 26	GSA Orientation Session
January 26	General Faculties Council (GFC) Caucus
January 26	Multi-faith Prayer and Meditation Space Opening Ceremony
January 27	University Research Policy Committee (URPC)
January 27	GSA Coffee Break
January 30	General Faculties Council (GFC)
January 31	Mandatory Non-Instructional Fees (MNIF) Working Group
February 6	Faculty of Graduate Studies and Research (FGSR) Council Caucus
February 8	Mandatory Non-Instructional Fee (MNIF) Oversight Committee
February 8	Faculty of Graduate Studies and Research (FGSR) Council
February 9	GSA Winter Chill Out Event
February 13	General Faculties Council (GFC) Executive Committee

February 17	Signature Areas Development Panel
February 22	General Faculties Council (GFC) Replenishment Committee
February 23	ACCESS Focus Group
February 24	University Research Policy Committee (URPC)
February 27	Signature Areas Development Panel

GSA Vice-President External
Report to GSA Council for the February 27, 2017

To: GSA Council
From: Masoud Khademi
Date: February 24, 2017

Dear Council Colleagues,

I hope you doing well in all aspects of your life. For those of you who still have some courses to pass, the end of February is usually a busy time of the semester with all the midterms, especially after Reading Week. So, before getting into the formal report I wanted to wish you all the best of luck in your upcoming exams. And for those of you who might have more free time, I hope you had a chance to go for a walk in the beautiful river valley and visit the ice castle in William Hawrelak Park.

During the past month, I attended several meetings, including GSA Award Selection Committee (GSA ASC) meeting in early February. In that meeting, the GSA ASC members finalized the list of recipients for the 2017 GSA Recognition Awards. Here, I want to congratulate all of the award recipients. I would also like to thank the members of the GSA ASC for their time and effort in adjudicating the 127 applications we received this year. These awards will be presented at the annual GSA Awards Night on March 24, 2017. The full list of 2017 recipients is submitted to GSA Council in the GSA ASC report (13.2 – 13.3).

One of the other interesting meetings that I attended this month was the Equity, Diversity, and Inclusion (EDI) Adjudication Committee Meeting. In this meeting, we adjudicated a number of applications from across campus. Students, faculty, and staff applied for this award. One of the unique things about this award which really impressed me was how the nominees went above and beyond their roles and responsibilities to help other students and the university community by cultivating the culture of diversity, equity, and respect. The awards were allocated to 6 applicants, 4 of which were students.

The other adjudication process that I was involved with this month was the University of Alberta Alumni Association student grant, which was adjudicated by the Alumni Student Council. This year we received 36 applications from both individuals and student groups for their events and initiatives. After thorough review of all applications, the fund was allocated to support the top 12 applications.

Apart from all of these awards selection committee meetings in the past month, I was involved with the Vice-President University Relations Advisory Search Committee. This committee, which started its work early this year, aims to select the new VP University relation before the summer.

One of the other meeting I attended in February was the Resident Life Task Force (RLTF). In that meeting we reviewed the final report from Academica regarding the survey they ran on residence experiences last year. This task force is currently in the process drafting a report to the Office of the President and will work to come up with series of solutions and next steps based on the survey results.

As always, if you need more information or have any questions regarding the meetings that I have attended this past month, do not hesitate to contact me.

Sincerely,

Masoud Khademi, GSA Vice-President External

Please find below a list of meetings I attended between January 23, 2017 and February 27, 2017. The meetings were accurate at the time of printing.

January 24	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Funding Consultation Meeting
January 28	Alberta Student Leadership Summit
January 31	Residence Life Task Force (RTLF) Meeting
January 27	GSA Coffee Break
January 30	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board of Directors Meeting
February 1	Alumni Association Meeting
February 2	Meeting with the Students' Union
February 7	GSA Awards Selection Committee (GSA ASC)
February 9	GSA Winter Chill Out Event
February 15	Dean's Advisory Committee (DAC)
February 16	Alumni Student Council
February 17	Equity, Diversity, and Inclusion (EDI) Adjudication Committee Meeting
February 20	Alumni Student Council
February 21	Vice-President (University Relations) Advisory Search Committee
February 21	Resident Life Task Force (RTLF) Meeting
February 24	GSA Coffee Break
February 27	Residence Advisory Committee (RAC) Meeting

GSA Awards Selection Committee
Report to GSA Council for the February 27, 2017 Meeting

To: GSA Council
From: Masoud Khademi
Date: February 24, 2017

Dear Council Colleagues,

The GSA Awards Selection Committee (GSA ASC) is "responsible for selecting the recipients of the GSA Council-approved GSA Recognition Awards" (GSA Bylaw and Policy, Section O: GSA Recognition Awards, GSA Policy, GSA Standing Committees, GSA Awards Selection Committee, O.POL.5.1). Additionally, "The GSA ASC Chair will report the list of the recipients of the awards to GSA Council for information as soon as possible after the recipients are selected" (GSA Bylaw and Policy, Section O: GSA Recognition Awards, GSA Policy, GSA Standing Committees, GSA Awards Selection Committee, O.POL.5.4).

On February 7, 2017, the GSA ASC finalized the following names as recipients of the 2017 GSA Recognition Awards:

Non-Academic Staff Award	Cecilia Anders
Graduate Student Supervisor Award	SSHRC – Lia Marie Daniels CIHR – Lawrence Le NSERC – Paul Myers
Graduate Student Service Award	Alexandra Beatty Stephanie Booth Ty Kim Valerie Miller
TDIMM Award	Brayden Whitlock
Graduate Student Principal Instructor Award	Kathleen Danser Jesus Toapanta Marta-Marika Urbanik
Martha Piper Award	Laura Castro de la Guardia Mohammad Mahdi Honari Kalateh Melissa Tremblay
Graduate Student Teaching Assistant Award	Homa Askarian Khanaman Benjamin Cheung Jacqueline Dennett Alain Gervais Stephen Lane Thomas Scully Kevin Yoon
Graduate Student Research Assistant Award	Kulpreet Cheema Seyed Ali Goldansaz Behnam Khorshidi Mianaee Noelannah Neubauer Pooya Shariaty Jacqueline Torti Leila Zargarzadeh
Graduate Student Rising Star Award	Carolyn Gibson Maryam Kebbe Camila Pinto
International Graduate Student Award	Pony Meyer
Academically-Related Graduate Student Group Award	Association of Graduate Anthropology Students (AGAS)

Congratulations to all the recipients! These awards will be presented at the annual GSA Awards Night, taking place on March 24, 2017.

I would also like to thank the members of the GSA ASC for their time and effort in adjudicating the 127 applications we received this year.

Best,
Masoud Khademi, GSA Vice-President External and Chair of the GSA ASC

GSA Vice-President Labour
Report to GSA Council for the February 27, 2017 Meeting

To: GSA Council
From: Sasha van der Klein
Date: February 24, 2017

Dear Council Colleagues,

I have never seen months fly by so fast. Where did January and February go?

While I'm sorry I can't join you in person this month, I can report that I've been busy with the **labour consultations with GSA Council members**. Thank you very much for booking meetings and meeting with me! I have received great feedback about the Collective Agreement so far and you guys came up with a lot of good and valuable ideas for the 2017 negotiations. It was reasonably quiet this month with student meetings related to other labour issues for a change. There's a few issues that I will follow up on regarding **working overtime,** for those graduate student employees who are working more hours than set in the contract or indicated in the time use guidelines. We find it is very useful when students track their hours, as it makes it much easier to work on their cases.

I have been meeting with FGSR regarding a series of lunch sessions that we are organizing around **managing up.** These sessions would give students the essential skills for how to deal with superiors, as well as skills for helping to improve or initiate good supervisory relationships. We're still developing this initiative, and hope to have it roll out in May during the Professional Development week (please note that this is a soft timeline). We are looking for speakers for these sessions, so if you have any suggestions, please let me know!

Regarding the **Mental Health Portfolio,** I have been sitting on the hiring committee for a Community Broker in the Dean of Students Office. This position will be brokering between students and all of the available supports on and off-campus on a case-by-case basis. This position is funded through the ACCESS research grant, so a part of this position will include research focusing on mental health and available supports on the U of A campus.

With the Days of Action Committee, we prepared for **World Day of Social Justice**, themed around "*We Are All Treaty People*", which took place February 17, 2017. On February 14 I joined the Healthy Campus Alberta webinar to discuss the topic "Understanding Self-Compassion and Mindfulness". I discovered that these webinars and a lot of other events for Healthy Campus Alberta are actually open to all students, so if you are interested, check out their website for more information!

Finally, I just wanted to remind those of you that haven't booked an appointment with me yet to do so using the previously distributed link!

That was February! Let me know if you have questions, and feel free to contact me any time.

Thanks,
Sasha van der Klein, GSA Vice-President Labour

Please find below a list of meetings I attended between January 23, 2017 and February 27, 2017. The meetings were accurate at the time of printing.

January 24	Meeting with a Graduate Student
January 25	GSA Budget and Finance Committee (GSA BFC)
January 25	Academic Integrity Council
January 26	GFC Council Law Review Committee
January 27	University Sexual Assault Response Implementation Committee
January 27	Inquiring Minds Event
January 31	HUB Community Association Meeting
February 1	Labour Consultation with a Graduate Student
February 2	Meeting about a Labour Issue
February 2	Labour Consultation with a Graduate Student
February 2	Labour Consultation with a Graduate Student
February 2	Meeting about a Labour Issue
February 6	Labour Consultation with a Graduate Student
February 7	Meeting with Faculty of Graduate Studies and Research (FGSR) Concerning Professional Development Programming
February 7	GSA Awards Selection Committee (GSA ASC)
February 8	Faculty of Graduate Studies and Research (FGSR) Council
February 9	GSA Winter Chill Out Event
February 9	Sexual Assault Centre Presentation
February 9	Meeting with a Graduate Chair
February 10	University Sexual Assault Response Implementation Committee Presentation
February 10	Labour Consultation with a Graduate Student
February 10	Labour Consultation with a Graduate Student
February 13	Labour Consultation with a Graduate Student
February 13	Labour Consultation with a Graduate Student
February 14	Healthy Campus Alberta Webinar
February 14	Meeting with a Graduate Student
February 14	Meeting with a Graduate Student
February 14	Labour Consultation with a Graduate Student
February 14	Meeting with a Graduate Student
February 15	Days of Action Committee
February 15	Inquiring Minds Meeting
February 15	Labour Consultation with a Graduate Student
February 15	Labour Consultation with a Graduate Student
February 16	ACCESS Community Broker Interviews
February 16	Labour Consultation with a Graduate Student
February 16	Labour Consultation with a Graduate Student
February 16	Labour Consultation with a Graduate Student
February 17	Labour Consultation with a Graduate Student
February 21	Vice-President (Research) Advisory Search Committee

GSA Vice-President Student Services
Report to Council for the February 27, 2017 Meeting

To: GSA Council
From: Ali Talaei
Date: February 24, 2017

Dear Council Colleagues,

Hope you are enjoying the reading week as well as the incredible warm weather in February.

In the past few weeks I have attended several meetings and committees the most important of which are as following:

There are several matters happening in the U-Pass world: the statistics shows that for the new municipalities (Spruce Grove, Leduc, and Fort Saskatchewan) tentative U-Pass usage stats are between 25-30% each since January (i.e. around 25-30% of their transit users are using the U-Pass). This means that our members are benefiting considerably from the extended services. On another topic, ETS confirmed the progress on the Smartfare and preliminary timeline aims for implementation as a pilot program in 2019, with full implementation by 2020. Most importantly, as you all know, the current U-Pass agreement expires August 2017. **Graduate students need to vote in the U-Pass Referendum, which is held at the same time as the 2017 GSA General Election, if they want to continue the U-Pass program. Please watch from notifications from the GSA CRO, and vote between February 28, 2017 at 10:00 AM MST and March 2, 2017 at 10:00 AM MST and spread the word.**

As I mentioned at the January Council meeting, the Provost's Advisory Working Group on Scholarly Writing Support is an *ad hoc* committee mandated to review the writing support programs through consultation (between August and December 2016) and write a letter of recommendation to enhance scholarly writing supports across the institution. After several meetings in the past month, a draft proposal is prepared, which will be finalized after consultation in two town-halls on March 7 and 8. I have already brought feedback from GSA Council to the committee but I strongly encourage you to join the town halls. **You can RSVP here** and I would appreciate it if you could share the event with your colleagues.

In terms of social engagement with graduate students, we continue to host the GSA Coffee Breaks which are becoming more widely known about among the grad students and we see increasing number of attendees. As well, and as Sarah reports, the February 9 GSA Winter Chill Out event was a huge success. We had students, and representatives of University administration and the Senate who attended our event and made it a unique networking and social event.

In summary, everything is positive in my portfolio and once again, please do not forget to vote in the U-Pass Referendum and join the Scholarly Writing Support Town Halls.

Sincerely,
Ali Talaei, Vice-President Student Services

Please find below a list of meetings I attended between January 23, 2017 and February 27, 2017. The meetings were accurate at the time of printing.

January 24	Meeting with Studentcare
January 24	Provost's Advisory Working Group on Scholarly Writing Support
January 27	Provost's Advisory Working Group on Scholarly Writing Support
January 31	Faculty of Graduate Studies and Research (FGSR) Teaching Circle
January 31	Provost's Advisory Working Group on Scholarly Writing Support
February 1	Campus Food Bank Board Meeting
February 8	Provost's Advisory Working Group on Scholarly Writing Support
February 8	Mandatory Non-Instructional Fee (MNIF) Oversight Committee
February 9	GSA Winter Chill Out Event
February 10	United Way Committee
February 10	PAW Strategic Operating Committee (PAWSOC) Meeting
February 10	Winter Thesis-Writers' Retreat
February 15	U-Pass Advisory Committee Meeting
February 16	U-Pass Administration Committee Meeting
February 16	General Faculties Council Faculties Development Committee (GFC FDC)
February 17	Meeting with Andre Costopoulos, Dean of Students
February 24	GSA Coffee Break
February 27	Provost's Advisory Working Group on Scholarly Writing Support

GSA Chief Returning Officer
Report to GSA Council for the February 27, 2017 Meeting

To: GSA Council
From: Carolina Martinez
Date: February 24, 2017

Hello everyone,

Voting in the 2017 U-Pass Referendum and in the 2017 GSA General Election will begin on Tuesday, February 28 at 10:00 AM and will close on Thursday, March 2 at 10:00 AM.

As the GSA ERC Chair reported in her report to GSA Council, my main message is this:

> I urge you to encourage all graduate students to vote in the 2017 U-Pass Referendum and in the 2017 GSA General Election! You can learn more about the Election by visiting:
>
> http://gsa.ualberta.ca/en/Elections.aspx

If you have questions in regard to anything related to the voting process, please don't hesitate to contact me via email at gsacroff@ualberta.ca, and I will be glad to help.

Best,

Carolina Martinez, GSA Chief Returning Officer

GSA Elections and Referenda Committee (GSA ERC)
Report to GSA Council for the February 27, 2017 Meeting

To: GSA Council
From: Leigh Spanner
Date: February 24, 2017

Dear Council Colleagues,

Also the GSA ERC has been very active in the last weeks, as the 2017 GSA General Election campaign is ongoing, to advise the GSA CRO on all matters pertaining to the 2017 GSA General Election and the 2017 U-Pass Referendum (as per GSA Bylaw and Policy, Section I: Elections, GSA Policy, GSA Standing Committees, Section I.POL.20.1, "The GSA ERC shall advise the CRO on all matters pertaining to elections, referenda, and by-elections").

As the GSA CRO reported in her report to GSA Council, my main message is this:

I urge you to encourage all graduate students to vote in the 2017 U-Pass Referendum and in the 2017 GSA General Election! You can learn more about these by visiting:

http://gsa.ualberta.ca/en/Elections.aspx

Sincerely,
Leigh Spanner, Chair of the GSA Elections and Referenda Committee

GSA Executive Director
Report to GSA Council for the February 27, 2017 Meeting

To: GSA Council
From: Courtney Thomas
Date: February 24, 2016

Dear GSA Council Members,

The main focus in the office this month has been on supporting the GSA Budget and Finance Committee (GSA BFC) as they build the 2017-2018 budget and review the most recent quarterly financial report, and supporting the GSA Elections and Referenda Committee and the Chief Returning Officer and Deputy Returning Officer in their work associated with the 2017 GSA General Election and U-Pass referendum.

With respect to budget, the Financial Team of myself, Director of Operations Heather Hogg, Financial Manager Dorte Sheikh, and CPA Shirley Ball have worked closely with the GSA BFC on the quarterly reports and on the next annual budget. We feel very good indeed about this budget and about the fact that it is conservative while also providing additional funding to departmental GSAs and graduate student groups. A thank you as well to all members of GSA Council who attended the Budget 101 sessions hosted by the GSA. If you were unable to attend a session but would like to learn more about the GSA's budget, please contact me at gsaed@ualberta.ca.

With respect to the GSA General Election and the U-Pass Referendum, in addition to all the other reminders you have received, let me add just one more and say that voting opens tomorrow and I hope you will all take a few moments to cast your ballots and encourage your fellow grad students to do the same.

On a final note, the GSA hosted a Winter Chill Out event earlier this month and, on behalf off all the members of the office support team, I'd like to thank our Outreach Coordinator, Fiona Robertson, for all the work that she put into the event – it would not have been a success without her efforts!

Management Report to the GSA Board, January 25, 2017

The following issues have dominated management's attention in the weeks since the last GSA Board meeting on January 18, 2017:

Strategic

- **Main Issues Dealt With in the Past Week:** 2017-2018 GSA budget and most recent quarterly financial statements (the GSA Budget and Finance Committee met earlier on January 25); GSA Council meeting and associated action; upcoming meetings of the GSA Elections and Referenda Committee; supporting the GSA Elections and Referenda Committee and the CRO/DRO as they prepare for the 2017 GSA General Election and U-Pass referendum; training new staff; training for new and continuing members of the GSA Appeals and Complaints Board; PAW fee review; working on a draft proposal to the University concerning graduate funding; meeting with UAI about the Board Strategic Work Plan; and discussion of assessment of residence association fees.

- **Bylaw and Policy Review**: Review of Board Policies on succession for the Chair of the GSA Board and for President (amendments pending) and ongoing review of several other GSA Bylaws and Policies (Officer Portfolios, Academically-Related Graduate Student Groups (proposal has been developed for review by the Vice-President Student Services), GSA Standing Committees, etc).

- **Graduate Student Groups:** Ongoing strategizing related to student groups and residence associations following discussions by the GSA Board; relationship building and maintenance with Student Group Services; and discussions concerning SU initiatives on student groups.

Grants and Operations

- Transfer of content to **Sitecore 3** (to be completed in February/March) and implementing our new IT services agreement with IST (they are drafting the final agreement for the GSA to review but support from IST has already started).

- **Unwind Your Mind** grant application and planning for an engagement event in February.

- Adjudication of applications for **GSA Recognition Awards (127 applications received, up from 108 last year)** and planning for GSA Awards Night.

- Facebook = 928 likes (up 4 from January 18); Facebook posts reached 1143 users this week and our "post engagement" count was 263. Twitter = 708 followers (down 1 from January 18); our tweets earned 1,700 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	$98,705.42	$82,594.61	11	33 (22 pending processing)
CCGs	$99,137.50	$50,137.50	3	35 (16 pending processing)
ASGAs	$4,368.15	$2,868.15	1	1 (1 pending processing)
EBs	$34,543.00 (no periods)	$34,543.00	0	9 (0 pending processing)

Week in Review – Office Operations:

- Supporting the **work of the GSA Nominating Committee** and **support for the GSA Elections and Referenda Committee's planning for the 2017 General Election** (planning the All-Candidates' Meeting, forum, etc) and the U-Pass referendum.
- Planning for winter term **GSA Coffee Breaks, the GSA winter engagement event, and Awards Night**
- Assisting with the **development of a database to track graduate student issues** worked on by the GSA.

Management Report to the GSA Board, February 1, 2017

The following issues have dominated management's attention in the weeks since the last GSA Board meeting on January 25, 2017:

Strategic

- **Main Issues Dealt With in the Past Week:** Minor revisions to the presentation of the 2017-2018 GSA budget and most recent quarterly financial statements following a meeting of the GSA Budget and Finance Committee; GFC Caucus; GSA report to the Senate; review of proposed amendments to GSA Board Policy; meeting of the GSA Elections and Referenda Committee; supporting the GSA Elections and Referenda Committee and the CRO/DRO as they prepare for the 2017 GSA General Election and U-Pass referendum; training new staff; training sessions and associated preparations for new and continuing members of the GSA Appeals and Complaints Board; working on a draft proposal to the University concerning graduate funding; and discussion of assessment of residence association fees with the SU.

- **Bylaw and Policy Review**: Ongoing review of several other GSA Bylaws and Policies (GSA Officer Portfolios, Academically-Related Graduate Student Groups (proposal has been developed and reviewed by the Vice-President Student Services prior to coming to the GSA Board and GSA Council), GSA Standing Committees, etc).

- **Graduate Student Groups:** Ongoing strategizing related to student groups and residence associations following discussions by the GSA Board; relationship building and maintenance with Student Group Services; assisting in the formation of departmental GSAs; and discussions concerning SU initiatives on student groups.

Grants and Operations

- Adjudication of applications for **GSA Recognition Awards** and planning for GSA Awards Night.

- Transfer of content to **Sitecore 3** (to be completed in February/March); implementing our new IT services agreement with IST (they are drafting the final agreement for the GSA to review but support from IST has already started); review of the GSA evergreening plan for the coming year.

- **Unwind Your Mind** grant application and planning for the GSA Winter Chill Out event on February 9 (33 RSVPs thus far).

- Facebook = 927 likes (down 1 from January 25); Facebook posts reached 2427 users this week and our "post engagement" count was 408. Twitter = 713 followers (up 5 from January 25); our tweets earned 1,500 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	$98,705.42	$79,919.61	6	39 (8 pending processing)
CCGs	$99,137.50	$43,137.50	6	41 (8 pending processing)
ASGAs	$4,368.15	$43.15	2	4 (4 pending processing)
EBs	$34,543.00 (no periods)	$34,543.00	0	9 (0 pending processing)

Week in Review – Office Operations:

- Supporting the **work of the GSA Nominating Committee** and **support for the GSA Elections and Referenda Committee's planning for the 2017 General Election** (planning the All-Candidates' Meeting, forum, etc) and the U-Pass referendum.

- Planning for winter term **GSA Coffee Breaks (good turnout for the first one of the term on January 27), the GSA Winter Chill Out, and Awards Night**.

- Assisting with training for GSA ACB members.

Management Report to the GSA Board, February 8, 2017

The following issues have dominated management's attention in the weeks since the last GSA Board meeting on February 1, 2017:

Strategic

- **Main Issues Dealt With in the Past Week:** Review of proposed amendments to GSA Board Policy; discussions with the SU concerning the collection of fees for residence associations and reviewing associated GSA Bylaw and Board Policy; review of GSA investments and preparing for an upcoming meeting of the GSA Budget and Finance Committee; supporting the GSA Elections and Referenda Committee and the CRO/DRO as they prepare for the 2017 GSA General Election and U-Pass referendum (including assisting with the planning of the General Election Forum); and training sessions for new and continuing members of the GSA Appeals and Complaints Board.

- **Bylaw and Policy Review**: Ongoing review of several GSA Bylaws and Policies (GSA Officer Portfolios, Academically-Related Graduate Student Groups (proposal has been developed and reviewed by the Vice-President Student Services prior to coming to the GSA Board and GSA Council), GSA Standing Committees, etc) and working on recommended updates and revisions to GSA Board Policy.

- **Graduate Student Groups:** Ongoing strategizing related to student groups and residence associations following discussions by the GSA Board; relationship building and maintenance with Student Group Services; and discussions concerning SU initiatives on student groups.

Grants and Operations

- Planning for **GSA Awards Night** (sending out invitations, space booking, catering order, etc).

- Transfer of content to **Sitecore 3** (to be completed in February/March); implementing our new IT services agreement with IST (they are drafting the final agreement for the GSA to review but support from IST has already started); Google Drive file clean up.

- Planning for the **GSA Winter Chill Out** event on February 9 (58 RSVPs).

- Facebook = 925 likes (down 2 from January 30); Facebook posts reached 588 users this week and our "post engagement" count was 55. Twitter = 718 followers (up 3 from January 30); our tweets earned 1,100 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	$98,705.42	$75,719.61	10	49 (10 pending processing)
CCGs	$99,137.50	$40,137.50	2	43 (4 pending processing)
ASGAs	$4,368.15	$ 0 **CLOSED**	0	4 (2 pending processing)
EBs	$34,543.00 (no periods)	$34,543.00	0	9 (0 pending processing)

Week in Review – Office Operations:

- Supporting the **work of the GSA Nominating Committee** and **support for the GSA Elections and Referenda Committee** and its work planning for the 2017 General Election and U-Pass referendum.

- Planning for winter term **GSA Coffee Breaks, the GSA Winter Chill Out, and Awards Night**.

- Forward planning for **Directly-Elected Officer transition** in March/April.

Management Report to the GSA Board, February 15, 2017

The following issues have dominated management's attention in the weeks since the last GSA Board meeting on February 8, 2017:

Strategic

- **Main Issues Dealt With in the Past Week:** Early planning for Transition (reviewing materials, etc); debriefing after the GSA Winter Chill Out event; internal discussions following talks with the SU concerning the collection of fees for residence associations and reviewing associated GSA Bylaw and Board Policy; review of statements concerning the GSA's investments circulation of the same to the GSA Budget and Finance Committee for comments and questions; doing some preliminary research on elections and referenda at other Canadian GSAs; preparing for the first mailing of GSA Council; and supporting the GSA Elections and Referenda Committee and the CRO/DRO as they prepare for the 2017 GSA General Election and U-Pass referendum (All-Candidates' Meeting and opening of the Campaign Period).

- **Bylaw and Policy Review**: Ongoing review of several GSA Bylaws and Policies (GSA Officer Portfolios, Academically-Related Graduate Student Groups (proposal has been developed and reviewed by the Vice-President Student Services prior to coming to the GSA Board and GSA Council), GSA Standing Committees, etc) and working on recommended updates and revisions to GSA Board Policy.

- **Graduate Student Groups:** Ongoing strategizing related to student groups and residence associations following discussions by the GSA Board and with the SU; relationship building and maintenance with Student Group Services; and discussions concerning SU initiatives on student groups.

Grants and Operations

- Planning for **GSA Awards Night** and upcoming **GSA Coffee Breaks**.

- Transfer of content to **Sitecore 3** (to be completed in February/March) and implementing our new IT services agreement with IST.

- Facebook = 925 likes (up 0 from February 8); Facebook posts reached 565 users this week and our "post engagement" count was 703. Twitter = 719 followers (up 1 from February 8); our tweets earned 1,200 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	$98,705.42	$71,971.79	10	58 (11 pending processing)
CCGs	$99,137.50	$35,137.50	4	47 (6 pending processing)
ASGAs	$4,368.15	$ 0 **CLOSED**	0	4 (2 pending processing)
EBs	$34,543.00 (no periods)	$34,543.00	0	9 (0 pending processing)

Week in Review – Office Operations:

- Supporting the **work of the GSA Nominating Committee** and **support for the GSA Elections and Referenda Committee** and its work planning for the 2017 General Election and U-Pass referendum.

- Planning for winter term **GSA Coffee Breaks, the GSA Winter Chill Out, and Awards Night**.

- Forward planning for **Directly-Elected Officer transition** in March/April.

Management Report to the GSA Board, February 22, 2017

The following issues have dominated management's attention in the weeks since the last GSA Board meeting on February 15, 2017:

Strategic

- **Main Issues Dealt With in the Past Week:** Early planning for Transition (reviewing materials, etc); review of statements concerning the GSA's investments circulation of the same to the GSA Budget and Finance Committee for comments and questions; doing some preliminary research on elections and referenda at other Canadian GSAs; preparing for the second mailing of GSA Council; and supporting the GSA Elections and Referenda Committee and the CRO/DRO as they prepare for the 2017 GSA General Election and U-Pass referendum (Campaign Period); two major issues involving a graduate student group and an issue with the GSA Health and Dental Plan.

- **Bylaw and Policy Review**: Ongoing review of several GSA Bylaws and Policies (GSA Officer Portfolios, Academically-Related Graduate Student Groups (proposal has been developed and reviewed by the Vice-President Student Services prior to coming to the GSA Board and GSA Council), GSA Standing Committees, etc) and working on recommended updates and revisions to GSA Board Policy.

- **Graduate Student Groups:** Ongoing strategizing related to student groups and residence associations following discussions by the GSA Board and with the SU; relationship building and maintenance with Student Group Services; and discussions concerning SU initiatives on student groups.

Grants and Operations

- Planning for **GSA Awards Night** and upcoming **GSA Coffee Breaks**.

- Transfer of content to **Sitecore 3** (to be completed in February/March) and implementing our new IT services agreement with IST.

- Facebook = 925 likes (up 0 from February 15); Facebook posts reached 492 users this week and our "post engagement" count was 225. Twitter = 722 followers (up 3 from February 15); our tweets earned 577 "impressions" over the last week.

	Total Amount Available This Period	Total Amount Remaining This Period (Post-Processing)	Number of New Applications Since Last GSAB	Total Number of Applications This Period
ATAs	$98,705.42	$64,923.35	16	72 (16 pending processing)
CCGs	$99,137.50	$29,137.50	6	53 (7 pending processing)
ASGAs	$4,368.15	$ 0 **CLOSED**	0	4 (1 pending processing)
EBs	$34,543.00 (no periods)	$27,414.97	3	12 (0 pending processing)

Week in Review – Office Operations:

- Supporting the **work of the GSA Nominating Committee** and **support for the GSA Elections and Referenda Committee** and its work planning for the 2017 General Election and U-Pass referendum.

- Planning for winter term **GSA Coffee Breaks and Awards Night**.

- Forward planning for **Directly-Elected Officer transition** in March/April.